



Pre-Preparatory

EXPECTATIONS OF PRE-PREPARATORY COMMUNITY

St Hilda's School Pre-Preparatory is a place which promotes the School's Values:

St Hilda's School aspires to develop confident, creative and articulate young women who are connected globally and strive to make a difference in their own community;

in keeping with the School's Mission:

St Hilda's School offers a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person.

All children, parents, teachers, educators and staff have the right to be safe, and feel safe, in their School community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. For the purpose of the 'Expectations of Pre-Preparatory Community' comprises the Principal, Nominated Supervisor, educators, staff, coaches, employees, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the Pre-Preparatory, who attend at the Service or School, or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of the Pre-Preparatory and its children.

The Expectations of Pre-Preparatory Community sets clear standards of behaviour which are expected of members of the Pre-Preparatory Community. It specifies the consequences for any member of the Pre-Preparatory Community who does not comply with those standards of behaviour, whether those persons are on the Service or School's property; liaising with or on behalf of the Service/School via email, social media or other forms of communication; or in transit or at another location for the purpose of any Service/School-authorized events or activities.

Context

This policy applies to all employees (paid or unpaid, full time, part time, casual, volunteers) and others (such as parents/carers, clergy, contractors and consultants associated with the Service) and children who fall in the scope of this policy. Members of the whole Service community including parents, guardians and carers are required to comply with this policy.

Background

The following are the principles which provide the framework for the Expectations:-

- All members of the Pre-Preparatory Community are to be treated with respect and dignity.
- Responsible citizenship involves appropriate participation in the civic life of the Pre-Preparatory Community. Active and engaged members are aware of their rights but, more importantly, they accept responsibility for protecting their rights and the rights of others.
- Members of the Pre-Preparatory Community are expected to use non-violent means to resolve any conflict.
- Insults, disrespect, and other hurtful acts disrupt learning and teaching in the Pre-Preparatory Community and are a direct contradiction to the School's Mission and Values. Members of the Pre-Preparatory Community have a responsibility to maintain an environment where conflict and difference can be addressed in a manner characterised by respect and civility to all others.

Parents play an important role in the education of their children and have a responsibility to support the efforts of Pre-Preparatory and School staff in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:-

- Show an active interest in their daughter's education and progress;
- Communicate regularly with the Pre-Preparatory;
- Help their daughter be neat, appropriately dressed and prepared for Pre-Preparatory;
- Ensure that their daughter attends Pre-Preparatory regularly and on time;
- Promptly report to the Service their daughter's absence or late arrival;
- Become familiar with the Expectations of the Pre-Preparatory Community as well as
 - Code of Conduct for Anglican Schools and Education and Care Services
 - Creating Environments for Students to Thrive
 - Expectations of Pre-Preparatory Children
- Encourage and assist their daughter in the following rules of behaviour; and
- Work with Service educators in dealing with disciplinary issues including their children.

Scope

This Expectations of Pre-Preparatory Community is intended to provide members of the Pre-Preparatory Community with guidelines for the effective development of positive relationships within the Pre-Preparatory Community and, as expressed in the introduction, to assist in promoting the values that are in keeping with the School's mission.

This document is then essentially a guide for all members of the Pre-Preparatory Community about the standards of behaviour which are acceptable in the Pre-Preparatory environment or when attending any official, religious, social or sporting function or activity of or relating to the Pre-Preparatory or in any location at which the Pre-Preparatory is represented.

The Expectations of Pre-Preparatory Community is something by which parents agree to be bound when they sign the Enrolment Agreement with the School. Although guardians, step-parents, relatives, friends, supporters and carers of girls at the Service/School are not a party to that Enrolment Agreement, this Expectations of Pre-Preparatory Community is a guide for them about expected standards of behaviour.

Standards of Behaviour

As a minimum, all members of the Pre-Preparatory Community are expected to behave with respect, civility and in the manner of a responsible citizen.

As a minimum, all Pre-Preparatory Community members must:

- Respect and comply with all applicable Commonwealth and State laws and directions;
- Demonstrate honesty and integrity;
- Respect differences in people, their ideas and opinions;
- Treat one another with dignity and respect at all times, and especially when there is a disagreement;
- Respect and treat others fairly, regardless of:
 - Sex;
 - Relationship status (means whether a person is single, married, married to another person, but living separately and apart from the other person, divorced, widowed, a de facto partner or a civil partner);
 - Pregnancy or potential pregnancy;
 - Parental status (whether or not a person is a parent);
 - Breastfeeding;
 - Age;
 - Race (includes colour, descent or ancestry, ethnicity or ethnic origin, and nationality or national origin)
 - Religious belief (holding or not holding a religious belief) or activity (engaging in, not engaging in or refusing to engage in a lawful religious activity)
 - Impairment (refer to Anti-Discrimination Policy: Disabilities Policy);
 - Political belief or activity;
 - Trade union activity;
 - Lawful sexual activity;
 - Gender identity (where a person identifies, or has identified, as a member of the opposite sex by living or seeking to live as a member of that sex, or is of indeterminate sex and seeks to live as a member of a particular sex);
 - Sexuality (heterosexuality, homosexuality or bisexuality) or sexual orientation;
 - Intersex status (the status of having physical, hormonal or genetic features that are neither wholly female nor wholly male, or a combination of female and male, or neither female nor male);

- Family responsibilities (responsibilities to care for or support a dependent child or other member of immediate family in need of care or support);
 - Criminal record;
 - Medical record;
 - Social origin; or
 - Association with, or relation to, a person identified on the basis of any of these attributes.
- Respect the legal and moral rights of others;
 - Show proper care and regard for service and school property and the property of others;
 - Take appropriate measures to help those in need;
 - Respect persons who are in a position of authority; and
 - Respect the need of others to work in an environment of learning and teaching.

General Conduct

Pre-Preparatory Community members are expected to:

1. Support the Principal, Nominated Supervisor and School staff in the development of a Christ-centred learning community based upon an Anglican ethos;
2. Support the Pre-Preparatory policies;
3. Acknowledge that the Nominated Supervisor has the ultimate responsibility to implement these policies;
4. Work with the Pre-Preparatory educators to deal promptly with areas of concern;
5. Treat all members of the Pre-Preparatory Community with respect and courtesy; and
6. Acknowledge and affirm success in individual and Service achievement.

Physical Safety

In particular, all Pre-Preparatory Community members must not:

- use any object (whether as a weapon or otherwise) to threaten or intimidate any other person; or
- cause injury to any person by the use of any such object. All Pre-Preparatory Community members must not be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in

the normal course of events, the School is providing hospitality to members or guests of the Pre-Preparatory and School community and is in keeping with appropriate legal and hospitality regulations.

All Pre-Preparatory Community members must:

- not cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Co-curricular Activities

This part of the Expectations of Pre-Preparatory Community deals specifically with attendance at co-curricular activities. The following are statements of principle with which Pre-Preparatory Community members are expected to comply:

1. Remember, children are involved in co-curricular activities principally for their enjoyment.
2. Children should always be encouraged to play by the laws.
3. Children should be taught that honest effort is as important as victory, so the results of each game are accepted without undue disappointment.
4. Turn defeat into victory by helping children work towards skill improvement and good sportsmanship. Never ridicule or yell at any child for making a mistake or losing a game.
5. Remember that children learn best by example. Applaud good play by both the School team and by members of the opposing team.
6. Do not publicly question the referee or game official's judgement and never his/her honesty.
7. Support all efforts to remove verbal and physical abuse from co-curricular activities.
8. Recognise the value and importance of volunteer coaches, managers and referees. They give of their time and resources to provide recreational activities for all students.
9. Do not approach a referee or game official any stage during or immediately after a fixture.

Responsibility for Other Community Members

Any parent or Pre-Preparatory Community member who invites a relative, friend, support, carer or other person to be present at any official activity held by or for the benefit of the Pre-Preparatory or School and its children and students must at

all times be responsible for that person and ensure they act at all times in a manner consistent with the Expectations of Pre-Preparatory Community.

Breach of this Code of Conduct

The consequences to a member of the Pre-Preparatory Community for breaching the Expectations of Pre-Preparatory Community will be as determined at the Principal's or Director of Pre-Preparatory absolute discretion. These consequences include any one or more of the following:

1. The School may ban any member of the Pre-Preparatory Community from attending at any co-curricular activity.
2. The School may ban any member of the Pre-Preparatory Community from being on the School grounds in general.
3. The School may direct that any parent may only communicate with members of teaching staff through a nominated Pre-Preparatory representative.
4. In the case of extreme or prolonged breach of the Expectations of Pre-Preparatory Community by a parent, the Pre-Preparatory may:
 - a) terminate the enrolment of the child of that parent,
 - b) take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

Right of Appeal

The Complaints Management in Anglican Education Policy and Procedures will apply to any decision made by the Nominated Supervisor or Principal under this Code of Conduct.

Policy Type

This policy applies to all members of the Pre-Preparatory community.

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