



STAFF, STUDENTS AND PARENTS-CARERS RIGHTS AND RESPONSIBILITIES

STAFF

Rights	Responsibilities
To be treated with respect and courtesy from students and parents at all times	To follow communication guidelines when communicating with students and staff
To feel safe and free from harassment or intimidation at all times	To treat students in a way that develops self-esteem and to communicate positively with parents and peers
To be able to teach and perform duties without interruptions and disruptions	To inform parents of students academic and social progress at regular intervals throughout the semester.
To have instructions listened to and followed by students	To inform parents of disciplinary measures taken as per student code of behaviour is breached
To implement the Student Code of Behaviour	To provide updates on student progress if requested by parent
To feel supported by other staff, parents and students in achieving learning goals and implementing the Student Code of Behaviour	To inform parents of late submission of work, if homework is not submitted regularly, or their child is at risk of not passing
To be informed of relevant legislation and School Policies that they need to comply with	To mark roll as required, so parents can be alerted if student absent or leaves school without permission
	To inform parents if child becomes unwell or is injured during school hours – as determined by Sick Bay officer or Principal Class
	To inform parents with at least 1-2 weeks' notice of upcoming excursions and information sessions unless there are exceptional circumstances.
	To alert parents if circumstances occur that pose a risk to the students well-being
	To provide regular feedback to students on their progress.
	To distribute school newsletter to all students
	To make appropriate arrangements for interpreters.

PARENTS / CARERS

Rights	Responsibilities
To expect that their child will be educated in a secure environment which is safe and supportive whilst offering quality education	To ensure students attend school regularly in correct uniform and with the correct equipment. To inform school when the student is absent
To be contacted when there are major concerns for their child in regard to safety, health (physical/emotional) or general well-being	To be respectful of staff in all forms of communication
To be informed ASAP if their child's behaviour or wellbeing is of concern to other staff or students	To never threaten or intimidate staff members under any circumstance
To be given regular updates on their students' academic performance via school reports, parent/teacher interviews and regular teacher communication.	To follow the communication guidelines when communicating with the school
To be kept informed of general information via the school newsletter or SMS updates	To be clear and concise and to state the information required in all contacts with the school
To receive an SMS alert if their child is absent without approval	To keep the school informed of contact details, or any changes, for parents and emergency contacts
To be able to initiate contact with school if they have concerns regarding their child's progress, well-being or safety	To read the school newsletter, check school diary and read any school correspondence sent home
To receive at least 1-2 weeks' notice of upcoming excursions or information sessions	To advise the school if parent/carer are unable to speak or read English
To raise concerns about the impacts of school policies and procedures through the School Council	To contact the school to inform them if there are significant circumstances outside of school that may impact their child's behaviour, progress, well-being or safety
To be contacted and permission sought for any detention beyond 15 min's at end of the school day	To be available and willing to work in collaboration with the school to meet the needs of their child
	To respond to notifications of late submission of work

STUDENTS

Rights	Responsibilities
To be treated equally and fairly	To be respectful and courteous in all forms of communication with staff and other students
To seek information from staff to assist them in achieving their learning goals	To follow communication guidelines when communicating with staff
To inform staff of concerns they have regarding their performance, well-being or safety	To ensure all notices, newsletters are delivered to parents/carers
To advise staff if feeling unwell or injured during the school day	To take school diaries to/from school to enable communication between teachers and parents
To seek help from a staff member if feeling overwhelmed or unsafe by circumstances occurring outside of school	To not leave school grounds without parental and staff approval
To alert staff if being bullied or witnessed incidents of bullying	To never threaten or intimidate a staff member or other student under any circumstances
To raise concerns with staff and School Council through the Student Representative Council regarding the impact of school policies on the student body	To comply with all instructions given by staff members as outlined in the Student Code of Behaviour
To be informed of academic progress in their classes.	To be respectful of staff and other students when using social media
	To be accurate and honest when communicating incidents and situations of concern
	To report bullying incidents to staff