

HALLETT COVE EAST PRIMARY SCHOOL

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CODES OF PRACTICE**GOVERNING COUNCIL**

All members of the Governing Council have an obligation to:

- work collaboratively with the Principal
- act honestly, in good faith and in the best interests of the school as a whole
- use due care and diligence in fulfilling their role
- use the powers of office for the best interests of the school and community
- understand that their main responsibility is to the school as a whole, but they have regard where appropriate in the interests of all its stakeholders
- use information appropriately
- not take advantage of their role in any way
- keep their personal interests separate
- be independent in their judgement and actions
- research issues thoroughly
- act in an absolutely confidential manner
- promote a positive community view of the school and not act in ways that bring discredit upon it
- comply with both the "spirit and the letter of the law"
- follow the standing orders during Governing Council meetings
- act as positive role models for the Code of Practice for Parents and Community Members

PRINCIPAL

The Principal is responsible for the leadership, management and development of the school and its programs. The Principal acts within the relevant Act, regulations, DECS policies and the roles and responsibilities for Principals. In providing effective leadership the Principal will abide by the code of practice identified for Staff and Leadership on our site. In addition the Principal will:

- lead, manage and collaborate with Governing Council on the implementation of the Site Improvement Plan
- provide leadership and accurate information and advice to the Governing Council, Staff and Students and ensure that the policies and programs developed in partnership with the community are implemented
- support all staff to effectively implement DECS and school policies
- support the development and maintenance of a challenging and purposeful learning environment that encourages, supports and celebrates student achievement
- ensure an environment of critical collaboration is established where constructive feedback is instrumental in the continual review and development of our practices
- create an environment where individual and team successes, milestones and effort are celebrated and acknowledged
- ensure that the well being of the staff is considered critical to the success of the learning programs they provide
- facilitate the use of innovative and creative learning and teaching strategies, structures and programs to maximise students' learning outcomes
- ensure a safe and harassment-free environment, where student voice, staff voice and community voice are heard and acted upon with equal endeavour
- ensure that principles of equity and merit are applied
- manage the development and operation of the site's financial and administrative systems

- actively seek opportunities to promote the school and to further enhance the perception within both the school and wider communities that our learning programs are successful
- actively work to enhance links with all sectors of the educational and business community.

LEADERSHIP TEAM

In addition to specific staff role and responsibility statements, the Leadership Team will strive to ensure that they:

- treat all members of the school community with respect
- maintain confidentiality at all times
- act as constructive role models of the stated values of our school community
- consider the learning needs of students as paramount
- are committed to student voice in curriculum and decision-making
- support all members of the staff to actively contribute to the implementation of the Site Improvement Plans
- contribute to the ongoing Visioning and forward planning for the site
- provide support to staff so that learning programs are consistent with the required and current frameworks as determined by DECS and in collaboration with our school community
- enact all school and departmental policies
- actively assume their rights and responsibilities as collaborative decision-makers within the learning community and support others to do so
- ensure that their skills and knowledge are continually expanded through self reflection, seeking constructive feedback and participating in professional development
- make a constructive contribution to whole school activities
- assisting all staff in developing and sustaining a productive teaching and learning environment through the provision of appropriate performance development and appraisal processes

STAFF

In addition to specific role and responsibility statements, staff will strive to abide by our code of practice, which ensures that they:

- treat all members of the school community with respect
- uphold the stated values of our school community
- treat the learning needs of students as paramount
- are committed to student voice in curriculum
- are committed to student voice in decision making
- actively contribute to the successful implementation of the school's partnership plan
- provide learning programs that are consistent with the current and relevant curriculum frameworks
- abide by all school and departmental policies, guidelines and regulations
- actively participate in their rights and responsibilities as collaborative decision makers in the school community
- engage in relevant professional development and actively participate in school performance and appraisal programs
- constructively contribute to whole school programs and events
- constructively contribute to developing and sustaining a productive teaching and learning environment

STUDENTS

At Hallett Cove East Primary School students are expected to ensure that they:

- treat all members of the school community with fairness and respect
- display actions that reflect the stated values of the School
- cooperate and collaborate with other students, staff and volunteers
- fulfil their responsibilities as a member of a school community

- participate in and contribute to the school's decision making processes
- use established grievance procedures
- maintain the school as a harassment free environment
- behave in a safe manner both for themselves and others
- take care of all personal and school property

PARENTS AND COMMUNITY MEMBERS

At Hallett Cove East parents and community members are expected to ensure that they:

- treat all members of the school community with fairness and respect
- act in a way that reflects the stated values of the School
- fulfil their responsibilities as a member of a school community
- use established grievance procedures
- maintain the school as a harassment free environment
- support the policies, codes of practice, programs and decisions made by the school or act to change them through appropriate school decision making structures
- support school activities
- recognise and respect the diverse beliefs and opinions of families who use our school
- manage conflict in a manner that reflects the stated values of the School