

At Berkeley Vale Public School, our aim is to support all parents and carers in the education of their child/children. The NSW Department of Education has developed the [School Community Charter](#) as a guideline to ensure mutual understanding of expectations.

We know a child learns behaviours and values from the example their parents/carers, teachers, people around them and peers' display. Teacher behaviours are monitored by the NSW Department of Education '[Code of Conduct](#)'. Student behaviours at school are monitored by the School's Behaviour Management Plan and the Department of Education's [Behaviour Code for Students](#) and the [School Community Charter](#) outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

Parents and carers play an important role in the school community. The School Community Charter informs parents and carers on how to engage with NSW public schools. At Berkeley Vale Public School, parents and carers can expect:

- to be welcomed into our schools to work in partnership to promote student learning.
- communication from teaching staff will be timely, polite, informative and solutions focused.
- professional relationships with school staff will be based on transparency, honesty, and mutual respect.
- to be treated fairly. Tolerance and understanding are promoted as we respect diversity.
- Illustration describing our values of collaborative, safe and respectful communication.

Communicating with the school

Berkeley Vale staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

As a school we will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up to date with events in the school community.

The NSW Department of Education provides a guide for parents, carers and students provides useful information about the [complaints](#) process.

Respectful communication is a right.

In all workplaces, people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the safety and wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.

Unacceptable behaviour in our schools

Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time-wasting communication.

Approaching Our School

On occasions, concerns may cause frustration and anxiety. At such times it is always important to arrange a time to talk with school staff in an unhurried and confidential manner.

Parents or other members of the community who need to approach the school to:

- Discuss the progress or welfare of their child.
- Express concerns about the actions of another child or children
- Enquire about school policy or practice
- Are required to make an appointment to see your child's teacher or an executive staff member. Please call the administration office 0243 881 796 or email the school's email berkeleyva-p.school@det.nsw.edu.au requesting a time to meet with a teacher or executive. Please provide the administration staff with your child's name, class and brief details of your concerns.

Trying to talk to teachers when they are trying to teach, manage children or engaged in another conversation is inappropriate.

Entering the school grounds

All visitors to the school are expected to:

- Make appointments in advance of expecting to obtain an interview.
- Enter via the Front gate on Pindarri Ave, Berkeley Vale and proceed to the main office.
- All visitors to the school between 8.55am and 2.55pm must sign in and out via the school visitor log in the main office.
- Discuss issues of concerns about the school, staff, or students through the correct procedures
- Follow school procedures and the expectations outlined in the School Community Charter while on school grounds.
- Follow school procedures governing entry and behaviour on school grounds, including any restriction that may be imposed.
- Allow staff to supervise, investigate and manage students without interference.
- Leave the grounds when requested.

Berkeley Vale Public School values the contributions and support from our community and wish to continue a positive harmonious environment for all staff, students and community members.

School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

Ensuring respectful learning environments for all members of NSW Public Schools communities.

We treat each other with **respect**

We **prioritise** the wellbeing of all students and staff

Unsafe behaviour is not acceptable in our schools

We work **together** with the school



We create
collaborative
learning
environments

We
all play
our part

We work
in partnership
to promote
student
learning

Communicating with our schools

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Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

Our guide for parents, carers and students provides useful information about the complaints process:

education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

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- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

education.nsw.gov.au