

Te Totara Before and After School Care

Parent Code of Conduct

Parents are the first role models for children. The choices parents make, and the behaviours we exhibit, have a significant influence on our children. The programme has a clear expectation of children conduct and we require all parents to follow our code of conduct at all times when at the programme and when talking to staff.

The Parent Code of Conduct relates to parents, grandparents, carers and other visitors to the programme (including volunteer roles).

Values

S Smart decisions - Treat other how you want to be treated

T Trying our best - Talk to someone when it gets hard

A Always learning - Ask questions

R Respectful - Speak politely to others

S Self managing - Controlling our actions

Positive Role Modelling

As parents, it is our responsibility to role model good citizenship and ethical conduct. For our community to be coherent, our effort is required to maintain goodwill. This includes:

- Being inclusive
- Being open minded and adaptable
- Accepting cultural and religious diversity
- Interacting respectfully with staff, students and other parents
- Assume positive intent from all
- Appropriate and respectful conduct

Car park and Drop off zone Etiquette

These guidelines are to ensure absolute safety of our children, in an area where they are at greatest risk –

- Adhere to the speed limit. **Please note the speed limit is 5km/h.** This speed is to ensure the little pedestrians are safe as they walk through these areas.
- Please, no tooting (unless indicating danger)
- No overtaking
- Appropriate and respectful conduct while driving
- No parking on the paved area in front of the office

At busy times the car park and drop off zone gets full. Please remain mindful and patient.

Use of Social Media

Expectations around the use of social media for parents aligns with Te Totara School's Social Media Policy on our school website. Overall, it is expected that social media will be used for the purposes of building community and contributing to a positive dynamic amongst parents

The programme will always communicate with parents in relation to programme changes by email and on the whiteboard in Matariki. In particular, there are potentially serious ethical issues and legal liabilities that may arise from its misuse. Specifically, parents can ensure lawful use of social media by noting the following:

- Parents should not take or post photographs of other children at the programme without the express consent of the other child/children's parents
- Parents should not post photographs of students in school uniform if it has the potential to bring negative comments towards the student(s), staff or School
- Parents should not set up any group with the word "Te Totara After School Care" in its title. As it may mislead any reader to believe the School/programme moderates the page.
- Email addresses of parents will not be given to other people without their express consent.

What happens when conflict arises?

There will be occasions when conflict may arise between students. It is vital that parents encourage their child to seek appropriate solutions for themselves, which may involve discussion with a staff member or ASC management. If attempts at discussion do not find satisfactory resolution, it is expected that parents will discuss their concerns with Anna Herbert or Katrina Strong. **Please do not directly approach another parent or student with grievances.**

Communicating with Respect

Inclusivity and assuming good intent form the foundation of respectful conversations. Our interactions with other parents, staff and children should reflect this. Should there be an occasion where this has not occurred, please have a discussion with Anna or Katrina during programme hours which are between the hours of 7:30am to 5:30pm Monday to Friday. If you still have strong concerns, please contact the principal by email at the following address principal@tetotara.school.nz

Our aim is to provide a safe, secure and fun environment, in a compassionate and nurturing setting for all.