

# Robertstown Primary School Code of Conduct



ROBERTSTOWN  
PRIMARY SCHOOL

*Robertstown Primary School acknowledge the Ngadjeri people, the traditional owners of the land on which we meet, work and play. We pay our respects to Elders past and present.*

## Introduction

At Robertstown Primary School, we are committed to fostering a safe, respectful, and inclusive learning environment.

Our Code of Conduct reflects the guiding principles and core values of Respect, Pride and Success upon which our community is built. These guiding principles shape our expectations of behaviour and set a shared standard, ensuring that all members of our school community, including staff, students, volunteers, contractors, community visitors, and families, can thrive together in a safe, welcoming and respectful environment.

The Code of Conduct is intended to guide everyday interactions, support the wellbeing and safety of all, and ensure our school remains a welcoming and supportive place for learning and personal growth. It works in conjunction with our Grievance Procedure, providing a consistent framework for addressing concerns or breaches respectfully and fairly.

By following this Code, we demonstrate our collective commitment to upholding the reputation, integrity and ethos of Robertstown Primary School.

## Positive Expected Behaviours

At Robertstown Primary School, all members of our community are expected to:

- Treat others with courtesy, respect, and fairness at all times
- Listen actively and communicate in a friendly, considerate manner
- Celebrate diversity and include others in learning and play
- Use school resources and property responsibly and with care
- Follow staff instructions promptly and cooperatively
- Engage positively with all learning activities and persevere when challenged
- Act safely and responsibly, upholding school and Department for Education policies
- Support, encourage, and acknowledge the efforts and achievements of peers
- Model honesty, integrity, and ethical decision-making
- Dress appropriately and maintain personal presentation in line with school expectations
- Respect the privacy and confidentiality of others.

## Unacceptable Behaviours

The following behaviours are not tolerated at Robertstown Primary School and may result in action in accordance with our grievance procedure:

- Physical aggression, intimidation, or violence towards others
- Bullying, harassment, discrimination, or exclusion based on race, gender, ability, or any other personal characteristic

- Verbal abuse, yelling, swearing, or using disrespectful language
- Deliberate damage to, misuse of, school property or resources
- Dishonesty, theft or deceptive conduct
- Breaching the privacy or confidentiality of students, staff, or families
- Inappropriate use of electronic devices, including taking unauthorised photos or videos
- Refusing to follow reasonable directions from staff or school leaders
- Bringing prohibited or unsafe items to school
- Behaviour that disrupts learning, threatens safety, or undermines the positive culture of our school.

Any breaches of these expectations will be managed in a fair and consistent manner, as outlined in our Grievance Procedure and related policies.

## **Responsibilities of Staff, Students and Families**

At Robertstown Primary School, we each have a role to play in creating and maintaining a safe, respectful, and supportive school environment.

*Staff are expected to:*

- Model positive behaviour and uphold the school's values and Code of Conduct at all times
- Provide a safe, inclusive, and engaging learning environment for all students
- Respond promptly and fairly to any concerns, complaints, or breaches of conduct in line with the grievance procedure
- Communicate openly and respectfully with students, families, and colleagues
- Maintain professionalism, confidentiality, and ethical standards in all interactions.

*Students are expected to:*

- Respect the rights of others and behave in accordance with the school's values and expectations
- Participate positively in learning and school activities
- Follow school expectations and instructions from staff
- Seek help when needed and speak up about unsafe or inappropriate behaviour
- Care for their own and others' property

*Families are expected to:*

- Support the school's values, policies, and Code of Conduct
- Encourage and model respectful interactions within the school community
- Engage positively with staff and participate in their child's learning
- Raise concerns or issues through the appropriate channels, following the grievance procedure
- Ensure their child attends school regularly and is prepared for learning.

## **Procedures for Reporting and Responding**

If you experience or witness behaviour that breaches our Code of Conduct, the following steps outline how to report concerns and what actions will be taken.

- Attempt to resolve minor matters informally by respectfully discussing the concern with the individual involved, if you feel safe and comfortable to do so
- If the issue cannot be resolved, or for serious matters, report the concern as soon as possible to a relevant staff member (such as a class teacher or principal)
- The staff member will listen to your concern and, if required, provide support in recording the details of the concern or incident
- The staff member (or principal) will initiate an appropriate investigation, which may include gathering information from those involved, witnesses, or relevant documents
- All concerns and actions taken will be documented and handled confidentially, in line with privacy requirements
- Based on the findings of the investigation, appropriate actions and consequences will be determined in line with Department for Education and school policies, (this may include restorative actions, disciplinary measures, or referral for further support)
- You will be informed of the outcome, as appropriate and in line with privacy guidelines
- If you feel the issue has not been adequately resolved, you may escalate your concern following the school's grievance procedure.

These steps apply to all members of the school community, ensuring a consistent, fair, and respectful approach to resolving issues and maintaining our positive school environment.

## **Related Policies and Procedures**

This Code of Conduct works alongside the following Department for Education and site-based policies.

- Robertstown Primary School Grievance Procedure
- Department for Education Anti-Bullying and Harassment Policy
- Department for Education Behaviour Support Policy
- Child Protection Policy and Child Safe Environments Procedures
- Duty of Care Policy
- Volunteer Policy and Procedures
- ICT and Cyber Safety Policy
- Attendance Policy
- Privacy and Confidentiality Policy
- Department for Education Complaints Policy
- Occupational Health, Safety and Welfare Policy
- Mandatory Notification and Responding to Abuse and Neglect Procedures

## **Review and endorsement**

This Code of Conduct has been developed in consultation with staff and the Governing Council of Robertstown Primary School. It will be reviewed every three years, or earlier if required, to ensure it remains current and effective.

The Code of Conduct was endorsed by the Robertstown Primary School Governing Council on 1/12/2025.