



**MAUNGAKARAMEA**  
**PRIMARY SCHOOL**  
*Growing Our Future*

## **Community Communication from BOT**

11th March 2019

Dear Parents/Caregivers,

The Board of Trustees would like to welcome our students, families and staff to our wonderful school for the 2019 year ahead.

A warm welcome back to our existing families, and welcome to those new families who have recently joined us.

As we are well into the school term, I would like to take this opportunity to remind our community of their obligations and expectations within our school. We have our school policies and procedures available on our school website which can be found under the 'About Us' tab.

One policy that I would like to bring to your attention is the **Community Conduct Expectations**.

Maungakaramea Primary School is committed to providing a safe and healthy environment for students, staff, and visitors.

Our Code of Conduct serves as a reminder to all parents, caregivers, and school visitors that their conduct must support everyone's emotional and physical wellbeing, and not harm it in any way. The school's board has set this Code of Conduct as a condition of entry.

The Code of Conduct applies:

- to all conduct, speech, and action, and includes emails, texts, phone calls, social media, or other communication.
- while on school grounds or at another venue where students and/or staff are assembled for school purposes (such as a camp or sports match).

### **Standards of conduct**

Maungakaramea Primary School expects parents, caregivers, and visitors to:

- treat everyone with respect
- work together in partnership with staff for the benefit of students
- respect and adhere to our school values
- set a good example for students at all times
- follow school procedures to handle any complaints

- adhere to school policies and procedures (such as those listed below), and any legal requirements.

Examples of unsuitable conduct include:

- threats, bullying, harassment
- profanity/offensive language
- insulting, abusing, or intimidating behaviour
- discrimination (e.g. based on ethnicity, religion)
- physical aggression
- deception/fraud
- damaging school property
- smoking, possessing or using alcohol/drugs/other harmful substances on school premises or at another venue where students and/or staff are assembled for school purposes (except possession or use of alcohol in accordance with school policy)
- placing unreasonable and excessive expectations on staff time or resources
- pursuing a complaint or campaign, or making defamatory, offensive, or derogatory comments, regarding the school, its board, or any staff or students on social media or other public forums
- wearing gang insignia on the school grounds. (This is not allowed under the Prohibition of Gang Insignia legislation, and anyone wearing it will be asked to leave.)

### **Dealing with breaches of the Code of Conduct**

How Maungakareme Primary School deals with breaches of our Code of Conduct depends on the nature of the incident and its seriousness, and the process any witness or victim of the behaviour feels most comfortable with. Examples include:

- documenting each instance of behaviour, including the date, time, place, who was present, what was said (verbatim if possible), how any witness or victim felt and/or responded
- holding a meeting with the relevant person, the principal, and/or board chair (or their delegate) or appropriate staff member to discuss the problem and possible resolution
- issuing a warning letter that outlines the problem and required resolution, and reminds them of the possible outcomes of repeated conduct
- arranging a meeting, which may include restorative practices, as an alternative or in addition to the processes above.

Please make yourself familiar with this and other policies. If you have any questions or concerns, please don't hesitate to talk to your child's teacher as your first point of contact. Alternatively, you may contact Ms Roulston or write to the board.

We look forward to working with you in the year ahead.

Kind Regards,

Luana Misa

Chairperson

On behalf of Maungakareme Primary School Board of Trustees