Rules to make school safe.

We call it respectful behaviour.
Victorian schools have rules.

There are rules to say how people must treat each other.

The rules are for

- students

- parents

and

- staff.
Parents and school staff work together. This makes school a good place to be for each person.

The rules help you

• feel safe
• be respected
• to feel part of your school.

The rules help your child to learn.
Where are the rules for?

You must know how to treat other people at school. Like

- in the class room
- in the playground
- in meetings
- in staff offices.
It is also other places to do with school like

- school camps
- school trips
- when you learn from home.

Each person helps to make school a safe place.

There are more rules for staff too.

It is called the Respectful Workplaces Policy.
You can read it [here](#).

**Or**


Type the words *respectful workplaces* in the search window.
The rules

• what are good things to do
• what are not good things to do.

Schools call this respectful behaviour.
Some things you can do

Parents help make schools a good place.
They do this when they

- are polite
- follow the school rules
- work with the school to fix any problems.

Do this each time you talk to staff. Like

- face to face
- on the phone
- in a text message.
Also do this when you

- write a letter

- in an email

- on social media.
Some things you must not do

Do not be rude to staff.
Do not swear at staff.
Do not tell people you will hurt staff.

Do not hurt other people.
Like do not hit some one.
Do not break things.
Like do not punch a hole in the wall.

All staff must feel safe at school.
There are words you must **not** say about staff.

You can **not** say bad things about staff who are

- a person who is
  - gay
  - lesbian
  - transgender
  - LGBTIQ+

- a person from a different country

- a person from a different religion.
You can not say bad things to staff.

Like you say

- they can not do their job
- they do not belong.

Because of their

- gender. Like they are a woman
- race. Like they are from another country
- disability.
Some things staff must do

Staff must

• treat each person with respect. Like
  - all children feel part of their class
  - all families feel part of the school.

Staff must

• make sure you feel OK.

Staff will help you feel part of your school.
There is a problem

You are not happy with something.

Like staff

• did not listen to you

• did not respect you
or

- your child is **not** happy at school.

You tell the school about your problem.

We call it a complaint.

We want to hear from you.

It tells us
- what we need to do better
- how we can do better.
You can read about the Parents Complaint Policy here.

Or

Go to www2.education.vic.gov.au/pal

Type the words parent complaints in to the search window.

You can ask a person to help you with the complaint. Like

- a person from your family
- a carer
- person you trust.

You need a translator.

Tell your school.
You can read about how to connect with your school [here](#).


Type the words **family engagement** in to the search window.
You do not follow the rules

The school will ask you about it.
You may need to go to a meeting.

Some things that may change

• you can **not** go in to the school grounds.

• the school only talks to you in
  - a letter
  - an email.
Some times the school needs to talk to the police.
This fact sheet is based on the Victorian Government Department of Education Draft Respectful Behaviours within the School Community Policy. August 2021.