

# 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.

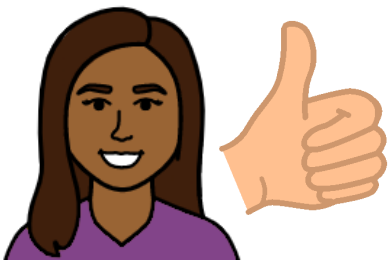


## You work with the school



Parents and school staff work together.

This makes school a good place to be for each person.

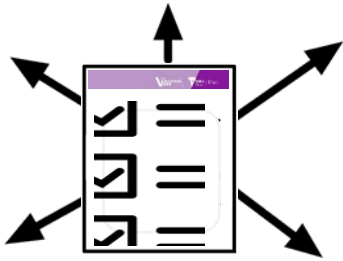


The rules help you

- 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 play ground



- in meetings
- in staff offices.

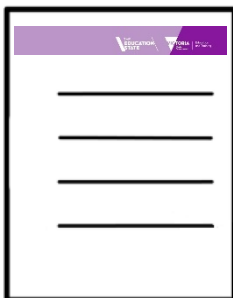


It is also other places to do with school like

- 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.

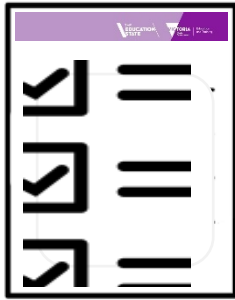


You can read it [here](#).

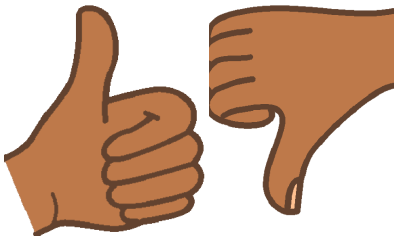
**Or**

Go to [www2.education.vic.gov.au/pal](http://www2.education.vic.gov.au/pal)

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



## The rules



The rules say

- what are good things to do
- what are **not** good things to do.



The rules say

- to listen to each other
- to give each person time to speak
- help each other with what you need
- be polite to other people.



Schools call this **respectful behaviour**.



### **Some things you can do**

Parents help make schools a good place.

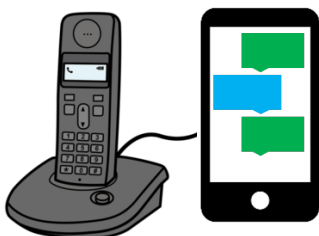
They do this when they

- 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.



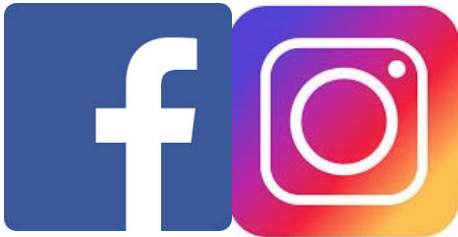


Also do this when you

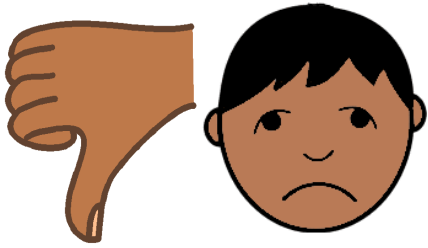
- write a letter



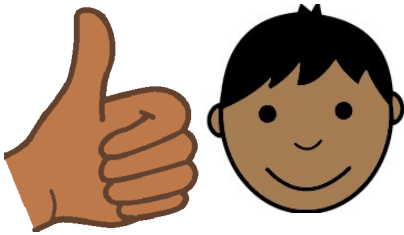
- in an email



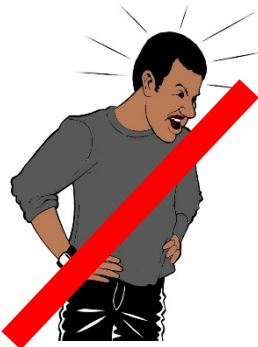
- on social media.



Some things you must not do



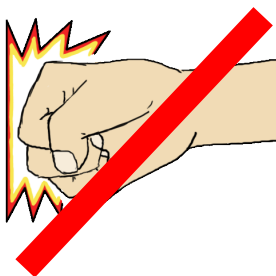
All staff must feel safe at school.



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.

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.



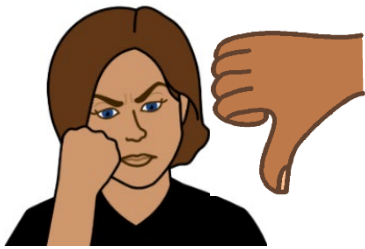
Staff must

- make sure you feel OK.

Staff will help you feel part of your school.



There is a problem



You are **not** happy with some thing.



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.

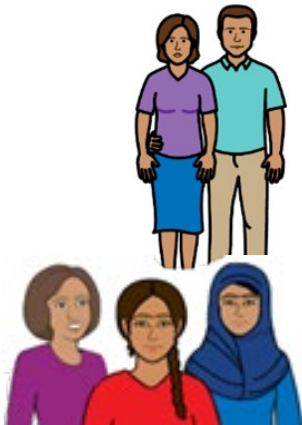


You can read about the  
Parents Complaint Policy [here](#).

Or

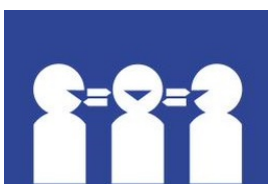
Go to [www2.education.vic.gov.au/pal](http://www2.education.vic.gov.au/pal)

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](#).

Go to [www2.education.vic.gov.au/pal](http://www2.education.vic.gov.au/pal)

Type the words **family engagement** in to the search window.



**You do not follow the rules**



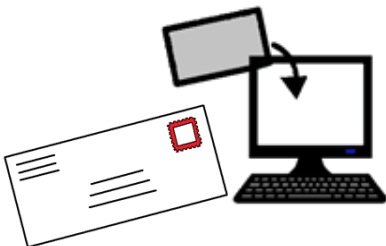
The school will ask you about it.

You may need to go to a meeting.



Some things that may change

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



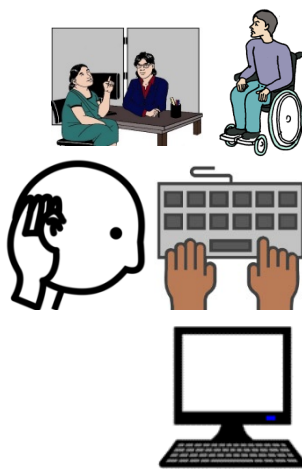
• the school only talks to you in

- a letter
- an email.



Some times the school needs to talk to the police.

## Images



- ChangePeople
- InspiredServices
- Picto- Selector
- TheNounProject
- Tobii-Dynavox.



This fact sheet is based on the Victorian Government Department of Education Draft Respectful Behaviours within the School Community Policy. August 2021.