



Kalinda Primary School No. 5121



#### Help for Non-English Speakers

If you need help to understand the information in this policy please contact Kalinda Primary School on (03) 9876 3289.

## PHILOSOPHY AND VALUES AND RIGHTS AND RESPONSIBILITIES STATEMENT

### PURPOSE

The purpose of this policy is to outline the philosophy and values of Kalinda Primary School (Kalinda PS) to our school community and explain the vision, mission and objectives of our school and the rights and responsibilities of staff, students and parents.

### COMMUNICATION

This statement will be communicated to the school community via the newsletter and the school website.

### PRINCIPLES AND PRACTICE

Our Philosophy and Values Statement strives to ensure that everyone in our school community will be treated with fairness and respect.

Kalinda PS leadership and staff aim to create a school that is inclusive and safe, where everyone is engaged in the school programs, enriched by the experiences they have and empowered to participate and learn.

Kalinda PS is committed to providing a safe, supportive and inclusive environment for all students, staff and members of our community. Our school recognises the importance of the partnership between our school, parents and carers to support student learning, engagement and wellbeing. We share a commitment to, and a responsibility for, creating an inclusive and safe school environment for our students.

The programs and teaching at Kalinda PS support and promote the principles and practice of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

This Philosophy and Values Statement outlines our school's vision, mission, objective, values and expectations of our school community. This statement is available on our school website, on Compass, in our staff handbook, student diary and enrolment/transition packs.

### VISION



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Kalinda PS strives to develop young people so they can become fulfilled, positive members and leaders of our society. By recognising and celebrating diversity, having high aspirations and positive relations, we create a harmonious school that has a positive sense of purpose and a commitment to each and every person.

### MISSION

Kalinda PS aims to establish a learning environment where young people achieve their personal best in the pursuit of their education and to provide a broad range of educational experiences that support intellectual and social development.

### VALUES

The Kalinda PS values are:

- Respect
- Resilience
- Kindness

Kalinda PS also encourages students to

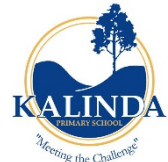
- Meet the Challenge
- Treat Others as You Would Like to be Treated
- Be Brave
- Participate in Progress
- Pursue Your Personal Best No Matter Who You Work With
- Have Reasons for Things You Say and Do
- Show Great Strength to be Sensible.

To celebrate, promote and embed our Philosophy and Values in our school community, we raise and endorse them through:

- display signage throughout our school:
  - in classrooms
  - in staffrooms
  - the gymnasium
  - around the school grounds
  - television notifications
- our school documentation
- our school newsletter
- our website
- our Facebook page
- our policies
- our email banners
- our awards and recognition for students who actively demonstrate the values
- our discussions with students in the classroom, meetings and assemblies.

### OBJECTIVE

The core objective of Kalinda PS is to get the best from and for our students; and to build the foundations to a fulfilling and productive life as an integral part of the Australian community.



## RIGHTS AND RESPONSIBILITIES STATEMENT FOR STAFF, STUDENTS AND PARENTS-CARERS

### STUDENT RIGHTS AND RESPONSIBILITIES

#### Guiding Principles

Every member of our school community has a right to fully participate in an educational environment that is safe, supportive and inclusive. Everyone deserves to be treated with respect and dignity. We expect that all students, staff, parents and carers treat each other with respect and dignity. Kalinda PS's Philosophy, Values and Vision highlights the rights and responsibilities of members of our community.

**Student Rights and Responsibilities are enshrined in law.**

#### Equal Opportunity

The *Equal Opportunity Act 1995* sets out the types or grounds of discrimination that are unlawful and aims to promote community recognition and acceptance of the equality of men and women, and the equality of people of all races, regardless of their religious or political convictions, their impairments or their age.

Under the act it is unlawful to discriminate against a person on the basis of the following:

- age
- gender identity
- impairment
- physical features
- race
- religious belief or activity
- sex or sexual orientation
- industrial activity
- lawful sexual activity
- marital status
- parental status or status as carer
- political belief or activity
- pregnancy
- breastfeeding
- personal association (with a person who is identified by reference to any of the above attributes).

#### The Charter of Human Rights and Responsibilities Act 2006 (VIC)

The Charter sets out a list of 20 rights that reflect the following four basic principles:

- Freedom
- Respect
- Equality
- Dignity

The charter outlines a vision of human rights for all Victorians. The charter affirms that all people are born free and equal in dignity and rights. While the charter demands equality for all, it also emphasises the value of difference. The charter requires public authorities, including government schools and their employees, to act compatibly with human rights and to consider human rights when making decisions and delivering services.



- The right not to be discriminated against
- The right to privacy and reputation
- The right to freedom of thought, conscience, religion and belief

**It is important to understand that with human rights comes a responsibility to respect other human rights.**

All DET employees and Kalinda PS staff must act compatibly with the Equal Opportunity Act and the Charter of Human Rights; and therefore, give proper consideration to human rights when making decisions.

Everyone at Kalinda PS should:

- Encourage compliance with the Equal Opportunity Act
- Encourage compliance with the Charter
- Support others to act compatibly with the Charter
- Respect and promote Human Rights.

### STAFF

Rights	Responsibilities
To be treated with respect and courtesy from students and parents at all times	To follow communication guidelines when communicating with students and staff
To feel safe and free from harassment or intimidation at all times	To treat students in a way that develops self-esteem and to communicate positively with parents and peers
To be able to teach and perform duties without interruptions and disruptions	To inform parents of students academic and social progress at regular intervals throughout the semester.
To have instructions listened to and followed by students	To inform parents of disciplinary measures taken as per student code of behaviour is breached
To implement the Student Code of Behaviour	To provide updates on student progress if requested by parent
To feel supported by other staff, parents and students in achieving learning goals and implementing the Student Code of Behaviour	To inform parents of late submission of work, if homework is not submitted regularly, or their child is at risk of not passing
To be informed of relevant legislation and School Policies that they need to comply with	To mark roll as required, so parents can be alerted if student absent or leaves school without permission
	To inform parents if child becomes unwell or is injured during school hours – as



	determined by Sick Bay officer, Administration or Principal Class
	To inform parents with at least 1-2 weeks' notice of upcoming excursions, incursions and information sessions unless there are exceptional circumstances.
	To alert parents if circumstances occur that pose a risk to the students well-being
	To provide regular feedback to students on their progress.
	To distribute school information to all students
	To make appropriate arrangements for interpreters.

### PARENTS / CARERS

Rights	Responsibilities
To expect that their child will be educated in a secure environment which is safe and supportive whilst offering quality education	To ensure students attend school regularly in correct uniform and with the correct equipment. To inform school when the student is absent
To be contacted when there are major concerns for their child in regard to safety, health (physical/emotional) or general well-being	To be respectful of staff in all forms of communication
To be informed ASAP if their child's behaviour or wellbeing is of concern to other staff or students	To never threaten or intimidate staff members under any circumstance
To be given regular updates on their students' academic performance via school reports, parent/teacher interviews and regular teacher communication.	To follow the communication guidelines when communicating with the school
To be kept informed of general information via the school newsletter or SMS updates	To be clear and concise and to state the information required in all contacts with the school
To receive an SMS alert if their child is absent without approval	To keep the school informed of contact details, or any changes, for parents and emergency contacts



To be able to initiate contact with school if they have concerns regarding their child's progress, well-being or safety	To read the school website notifications, school news feeds, newsletter, check school diary and read any school correspondence sent home
To receive at least 1-2 weeks' notice of upcoming excursions or information sessions	To advise the school if parent/carer are unable to speak or read English
To raise concerns about the impacts of school policies and procedures through the School Council	To contact the school to inform them if there are significant circumstances outside of school that may impact their child's behaviour, progress, well-being or safety
	To be available and willing to work in collaboration with the school to meet the needs of their child
	To respond to notifications of late submission of work

## STUDENTS

Rights	Responsibilities
To be safe and feel safe wherever you are	To be respectful and courteous in all forms of communication with staff and other students
To expect that the adults around you are keeping you safe	To follow communication guidelines when communicating with staff
To be given information about how to raise a safety concern	To ensure all notices, newsletters are delivered to parents/carers
To be listened to and for action to be taken if you have a safety concern	To take school diaries to/from school to enable communication between teachers and parents
To be treated equally and fairly	To not leave school grounds without parental and staff approval
To seek information from staff to assist them in achieving learning goals	To never threaten or intimidate a staff member or another student under any circumstances
To inform staff of concerns they have regarding their performance, well-being or safety	To comply with all instructions given by staff members as outlined in the Student Code of Behaviour
To advise staff if feeling unwell or injured during the school day	To be respectful of staff and other students when using social media



To seek help from a staff member if feeling overwhelmed or unsafe by circumstances occurring outside of school	To be accurate and honest when communicating incidents and situations of concern
To alert staff if being bullied or witnessed incidents of bullying	To report bullying incidents to staff
To be informed of learning progress	
To be able to share freely with others what they learn, think and feel, by talking, drawing, writing or in any other way unless it harms other people	
To give their opinions freely on issues that affect them and to choose their own thoughts, opinions and religion	
To raise concerns with staff and School Council through the Student Representative Council regarding the impact of school policies on students	
To <b>NEVER</b> be subject to any form of Corporal punishment	
<b>Kalinda PS does not permit corporal punishment under any circumstances as legislated in the Education and Training Reform Act 2006 s. 4.3.1(6) Requirements for Registration</b>	

## REFERENCES

- [Ministerial Order 1038](#)
- [Ministerial Order 1039](#)
- [Ministerial Order 1359 Child Safe Standards](#)
- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Education and Training Reform Act 2006 \(Vic\)](#)
- [Education and Training Reform Regulations 2017 \(Vic\)](#)
- [Equal Opportunity Act 2010 \(Vic\)](#)
- [The United Nations Universal Declaration on Human Rights](#)
- [The Charter of Human Rights and Responsibilities \(VIC\)](#)
- [The Convention on the Rights of the Child \(UNICEF\)](#)
- [The Charter of Rights for Children and Young People in Out-of-Home Care \(VIC\)](#)

## FURTHER INFORMATION AND RESOURCES

- Student Engagement & Wellbeing Policy
- Visitors Policy
- Volunteers Policy
- Anti-Bullying Policy
- Statement of Commitment to Child Safety
- Child Safety Code of Conduct



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- Duty of Care Policy
- Mandatory Reporting Policy
- Enrolment & Placement Policy
- Attendance Policy
- Complaints Policy
- Behaviour Expectations Policy

#### POLICY REVIEW AND APPROVAL

Policy last reviewed	September 2023
Endorsed by	School Council September 2023
Next scheduled review date	September 2026