



Gisborne Primary School Parent and Visitor Matrix

| | Pick up and Drop off | Formal school meetings eg.(PFA, School council, PTI) | Communicating with staff | Assemblies | In the school grounds/in the community | Parent Helpers | At the office |
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| Caring We display kindness and concern for others. | *We will think of others and their circumstances. *We will be considerate of others. *We will only park in the disabled car park if we have a registered permit. | *We will work with the school to support learning. *We will think about other people and their circumstances. *We will consider other people's feelings when responding to incidents. | *We will speak in a kind and thoughtful manner. *We will treat others the way we want to be treated. *We will support staff in their workplace. *We will consider other points of view and opinions. | *We will celebrate the success of other children. *We will support staff by following instructions. | *We will be inclusive of others. *We will treat all children and families equally, regardless of their individual and family circumstance. | *We will be considerate of other people's circumstances. *We will be supportive and encouraging of all children. *We will be welcoming and friendly to all parents/visitors. | *We will be supportive of others. *We will consider others' feelings when responding to incidents. *We will be patient and wait our turn. |
| Respect We treat everyone in a considerate and courteous manner. | *We will be welcoming towards others. *We will be patient and polite. *We will use the drop off zone for the purpose it is intended. *We will respond to reminders about expectations in an appropriate manner. | *We will respect other people's viewpoints. *We will speak calmly and respectfully. *We will allow other speakers to be heard. *We will not discuss outcomes of meetings on social media. eg. Facebook. | *We will keep the conversation relevant and professional. *We will appreciate that communication by phone or email will be responded to within 24 hours, during business hours Mon-Fri. *We will value staff qualification and expertise. *We will not share verbal or written conversations held with staff on social media. eg. Facebook *We will communicate in ways that show we accept staff will address issues with our child/ren that arise at school. | *We will ensure our phones are turned off or on silent. *We will listen attentively to the speaker and avoid side conversations. *We will stand quietly for the National Anthem. | *We will allow classes to run without interruption. *We will avoid gossip and model good manners. *We will protect the school's reputation on social media. eg. Facebook. *We will model responsible use of social media. *We will be positive role models for our children. | *We will ensure confidentiality when working in the classroom and with children. *We will accept decisions that are made by officials and umpires at sporting events. *We will respect the professionalism of teachers and their planning. | *We will be patient and polite with others. *We will understand that our needs may not always be met. *We will speak in a respectful manner. *We will understand that staff have demands to balance, apart from our own needs. |

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| <p>Responsibility We make good choices and can be trusted to do the right thing at all times.</p> | <p>*We will drop our child to school after 8:30am. *We will ensure our child is at school by 8:50am and collected by 3:40pm. *We will follow the 2 min drop off zone time limit. *We will 'kiss and drop' when using the drop off zone. *We will drive to the top of the zone. *We will ensure our children take their scooter/bike home each night. *We will contact the school if I will be late collecting my child.</p> | <p>*We will be punctual to meetings. *We will let the school know 24 hours in advance if we are unable to attend a meeting.</p> | <p>*We will make an appointment to meet with staff if the content is sensitive or requires a longer conversation. *We will follow the 'Raising Concerns' procedure document when needed. *We will respond in a timely manner to requests to meet staff. *We will read the weekly newsletter. *We will check our child's diary and Seesaw to keep informed of events and important dates. *We will regularly check the school parent portal for forms, fees and notices.</p> | <p>*We will be punctual. * We will ensure our non-school aged children are supervised. *We will model respectful attentive behaviour.</p> | <p>*We will ensure our non-school aged children are supervised at all times and behaving in a safe manner. *We will seek staff help with any issues that arise in the yard.</p> | <p>*We will sign in and out at the office. *We will ensure we have our working with children's check. *We will support the teacher with the set task. *We will communicate with the teachers if we cannot attend sessions.</p> | <p>*We will use the sign in process if our children are late to school. *We will ensure my child's medical information is up to date. *We will promptly notify the school of absences. *We will make sure permission forms and money are completed by the due date.</p> |
| <p>Resilience We can recover quickly from difficulties.</p> | <p>*We will be patient with others. *We will be considerate of others.</p> | <p>*We will accept constructive feedback and be open to new ideas. *We will accept that the school has procedures they need to follow regardless of our personal thoughts.</p> | <p>*We will communicate any disagreement or difficulties respectfully and constructively. *We will recognise that details of incidents may differ to what my child has shared. *We will accept that we need to do our part to ensure there is a positive home school partnership.</p> | <p>*We will understand that all students have opportunities to be recognised and acknowledged.</p> | <p>*We will lead by example. *We will remain calm if incidents occur.</p> | <p>*We will be understanding when asked to support the class in a different way. *We will respectfully communicate our feelings if we feel uncomfortable with what we've been asked to do.</p> | <p>*We will be considerate and patient if there is a concern. *We will accept that we are welcome to give feedback but decisions ultimately lie with leadership.</p> |
| <p>Personal Best We work hard and strive to achieve our best in everything we do.</p> | <p>*We will display the expected behaviours during drop off and pick up times.</p> | <p>*We will display the expected behaviours during meetings.</p> | <p>*We will display the expected behaviours when we are communicating with staff.</p> | <p>*We will display expected behaviours at assembly.</p> | <p>*We will display the expected behaviours in the school grounds.</p> | <p>*We will display the expected behaviours when being a parent helper.</p> | <p>*We will display the expected behaviours when we are in the office.</p> |