

Gisborne Primary School Parent and Visitor Matrix

	Pick up and Drop off	Formal school meetings	Communicating with staff	Assemblies	In the school ground/community	Parent Helpers	At the office
Caring We display kindness and concern for others.	We will: -think of others and their circumstances. -only park in the disabled car park if we have a registered permit.	We will: -work with the school to support learning. -think about other people and their circumstances. -consider other people's feelings when responding to incidents.	We will: -speak in a kind and thoughtful manner. -treat others the way we want to be treated. -support staff in their workplace. -consider other points of view and opinions.	We will: -celebrate the success of other children. -support staff by following instructions.	We will: -be inclusive of others. -treat all children and families equally, regardless of their individual and family circumstance.	We will: -be considerate of other people's circumstances. -be supportive and encouraging of all children. -be welcoming and friendly to everyone.	We will: -be supportive of others. -consider others' feelings when responding to incidents. -be patient and wait our turn.
Respect We treat everyone in a considerate and courteous manner.	We will: -be welcoming towards others. -be patient and polite. -use the drop off zone for the purpose it is intended.	We will: -respect other people's viewpoints. -speak calmly and respectfully. -allow other speakers to be heard. -not discuss outcomes of meetings on social media. eg. Facebook.	We will: -keep the conversation professional. -appreciate that communication will be responded to within 24-48 business hours. -not share verbal or written conversations held with staff on social media.	We will: -ensure our phones are turned off or on silent. -listen attentively to the speaker and avoid side conversations. -stand quietly for the National Anthem.	We will: -allow classes to run without interruption. -protect the school's reputation on social media. eg. Facebook. -model responsible use of social media. -be positive role models for others.	We will: -ensure confidentiality when working in the classroom. -accept decisions made by officials at sporting events. -respect the professionalism of teachers.	We will: -be patient and polite with others. -understand that our needs may not always be met. -speak in a respectful manner.
Responsibility We make good choices and can be trusted to do the right thing at all times.	We will: -drop our child/ren to school between 8:40am and 8:50am. -ensure our child/ren are collected by 3:40pm. -follow the drop off zone processes. -contact the school if we will be late collecting child/ren.	We will: -be punctual to meetings. -let the school know 24 hours in advance if we are unable to attend a meeting.	We will: -make an appointment to meet with staff. -read the weekly newsletter. -check our child's diary and Seesaw to keep informed. -regularly check the school parent portal for forms, fees and notices.	We will: -be punctual. -ensure our non-school aged children are supervised. -model respectful attentive behaviour.	We will: -ensure our non-school aged children are supervised at all times. -seek staff help with any issues that arise in the yard.	We will: -sign in and out at the office. -ensure we have our working with children's check. -support the teacher with the set task. -communicate with staff if we cannot attend sessions.	We will: -use the sign in process if child/ren are late. -ensure our child's medical information is up to date. -promptly notify the school of absences. -complete permission forms/money by the due date.
Resilience We can recover quickly from difficulties.	We will: -be patient with others. -be considerate of others.	We will: -accept constructive feedback and be open to new ideas. -accept that the school has procedures they need to follow.	We will: -communicate any disagreements respectfully. -recognise that details of incidents may differ. -support a positive home school partnership.	We will: -understand that all students have opportunities to be recognised and acknowledged.	We will: -lead by example. -remain calm if incidents occur.	We will: -be understanding when asked to support the class in a different way. -respectfully communicate.	We will: -be considerate and patient if there is a concern.
Personal Best We work hard and strive to achieve our best in everything we do.	We will: -display the expected behaviours during drop off and pick up times.	We will: -display the expected behaviours during meetings.	We will: -display the expected behaviours when we are communicating with staff.	We will: -display expected behaviours at assembly.	We will: -display the expected behaviours in the school grounds.	We will: -display the expected behaviours when being a parent helper.	We will: -display the expected behaviours when we are in the office.