

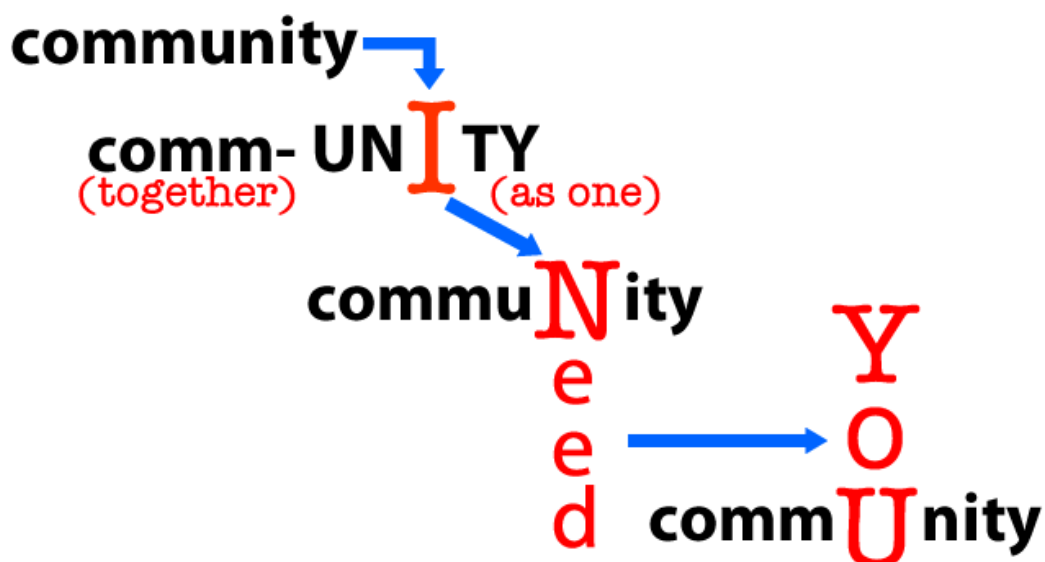
## LS Rights and Responsibilities Policy

Living School has a foundation of community based on rights and responsibilities. The focus is on Integrity and Trust. It is the aim of the whole school to create a culture of praise and encouragement which encompasses children and staff and becomes intrinsic to the atmosphere of the school.

### Responsibility for implementation of the procedures

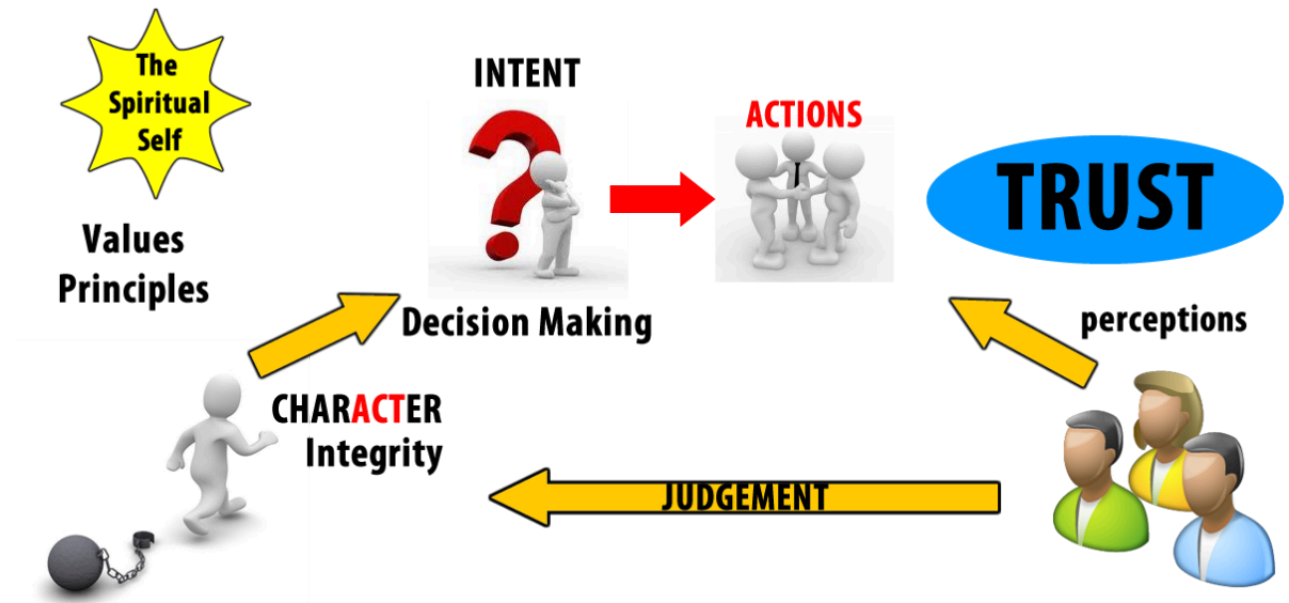
- Conductor
- Directors of Schools
- Teachers and Staff
- Community

### Procedure



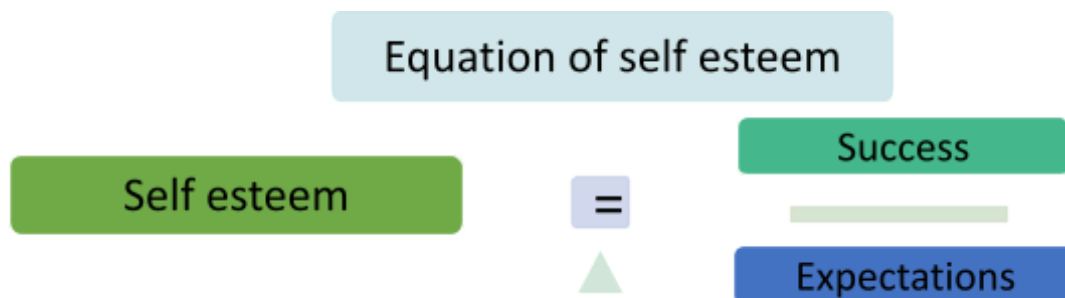
A Community is where the individual Takes Responsibility for Building the School's Trustworthiness

This policy is to be read in conjunction with our [Positive Behaviour](#) policy and protocols (P.1.E.2.)



## A COMMUNITY OF PRAISE AND ENCOURAGEMENT

It is important for everyone to look for opportunities to praise and encourage. A child's self esteem is enhanced by a timely word of praise. The teacher's knowledge of the child is important so that he/she can seize the moment where a word of encouragement or praise will make all the difference.



## EXPECTATIONS OF PARENTS

Living School has certain expectations regarding appropriate interaction between parents and employees.

- We expect dealings between parents and the School to be professional, courteous, respectful and supportive
- We expect that people will make every effort to distinguish between rumour, hearsay and fact
- We expect that parents will allow staff a reasonable period of time in order to deal with issues
- We expect that members of the School community will exercise patience and respect in dealing with complex School issues
- We expect that parents will use the appropriate conduits for seeking information or dealing with issues, and follow the process outlined in the Complaints Policy.

## EXPECTATIONS OF STAFF

Staff must make every effort to ensure that students are making a genuine effort at all times and in all activities.

- Teachers are mentors and role-models. The expectations of staff always refer to a level of expectation of scrupulous and ethical behaviour. There must be no familiarity that calls into question the professionalism of the staff member.
- A concerted and consistent approach by the Staff in this regard will have an enormous impact upon the student's development and upon how the school functions and meets the needs of all in the school community.

It is important that all of the staff are expecting these and demonstrating these in their own actions, performance and comments.

## RIGHTS OF PARENTS

At Living School we believe that all parents have the right:

- To be treated with professionalism, politeness and courtesy at all times
- To have their privacy respected
- To have their issues dealt with within an appropriate time frame
- To receive information on a regular basis regarding the academic progress and wellbeing of their children enrolled at the school

- If working as a volunteer, to be treated with all due consideration, tact and diplomacy
- To have any complaints dealt with in an appropriate fashion, and to this end the School has instituted a Complaints Policy.

## RIGHTS OF TEACHERS

At Living School we believe that all teachers have the right:

- To be treated with politeness and courtesy at all times
- To have their privacy respected
- To have their professional skills and training respected
- To receive support on a regular basis regarding the administration and curriculum developments of the school with regard to learning and teaching
- To work in a supportive and caring environment
- To have any complaints dealt with in an appropriate fashion (see Living School Complaints Policy document).

Our Heart is Focused on Care and Commitment

Care and Commitment are no more and no less than taking an interest in any matter that may have a bearing on a child's welfare and happiness and ensuring that action is taken, as appropriate, to promote the well-being of a child. To do this, a teacher will need to:

- Know the child:
- Know a child's history - through discussion with a child's previous teachers/tutors and through a thorough acquaintance with matters of significance in the child's file.
- Know a child's family - through initial meetings and through informal and formal contact, establishing and maintaining a co-operative relationship that will benefit the child.
- Know a child's routines - e.g. commitments within and after School, extra-curricular involvement, instrumental music commitments, homework routines etc.
- Know a child's performance - how well he/she is doing, in which areas
- Know what support is given to or required by a child - e.g. Enrichment support, emotional support etc.
- Know a child's behaviour - is he/she well behaved, in class, in the playground? does he/she have friends, does he/she relate well to adults? etc.

On the basis of such knowledge, the teacher will wish to:

Discuss the Child:

- With other teachers to ensure that all is going well
- With a child's parents - to hear how things are at home, to advise on how things are going at School and to alert parents to any concern
- With the child - to hear the child's point of view and to offer guidance and support as necessary

Take Action on the Child's Behalf

- Where there is a cause for concern, this should be a matter of discussion initially between the teachers of the class.
- The concern should be raised at a meeting and the Head of School should be made aware of any worries.
- The teachers concerned should determine what action is necessary: close monitoring, raising at weekly staff briefing, discussing with Enrichment Department, discussing with the Deputy/Boarding Master, Counsellor, etc. will all be options, as will discussion with the child and/or with the child's parents.

The aim, in all discussion and action that takes place, is to seek to prevent problems arising and to support the child through a careful monitoring of each child's welfare.

Keeping Records

- Any matter of significant concern should be communicated to the relevant teacher and to the Advocate/CareMaker and a brief, dated note should be made for the child's file.
- Any significant action determined should, likewise, be noted for a child's file as should any significant contact with parents. The making of such notes should not be very time consuming but plays a crucial part in building up a picture of a child over the course of his or her time at the School. All communication forms are via the teacher portal - <https://living.school/teacherportal/> which is password protected. Access is granted on a teacher's employment, and rescinded on a teacher's departure.

## RIGHTS & RESPONSIBILITIES OF STUDENTS

To be treated with dignity and respect.

To treat staff, students and visitors with consideration and respect.  
To respect the rights of others to work free of distractions.  
To move around the school in an appropriate manner.  
To display behaviours which, at the school and in public, bring credit to oneself and the school.

To feel secure in an environment free from negative actions from others and from harmful substances and objects.

Not to bring to school substances which are harmful to health and items which have the potential to cause injury.  
Not to hurt or cause harm to others.  
To share with others a compelling desire to give of one's best.

To study, work and pursue activities in pleasant, well-kept surroundings with a focus on green.

To strive for excellence by giving my personal best efforts.  
To not take food away from the eating areas.  
To remain within the boundaries of our school's allocated areas.  
To recycle any waste appropriately.  
To not bring any plastic bottles onto campus unless for recycling.

To have belongings treated with care.

To respect the property and belongings of others.  
To treat school property with respect, and to care for our resources.

To be communicated with clearly, politely and respectfully.

To communicate with others clearly, politely and respectfully.  
To welcome guests to our school with manners.

To have viewpoints and contributions respected.

To treat the viewpoints of others with respect.  
To be friendly – not necessarily friends.  
To respect the values of Green School.  
To respect our host nation's culture and customs.

## CLASSROOM EXPECTATIONS OF STUDENTS

- Students are expected to, and must be encouraged to greet staff by their first name.
- Students should show courtesy to all visitors by allowing them to go first in all situations.
- Swearing is not acceptable.
- Students will be encouraged to pick up litter and/or waste when they come across them as a means of respecting their school and its environs.
- Students must wash their hands before accepting any food.
- Students must respect others and their differences. These are to be seen as strengths and to be respected, encouraged and rewarded.
- Students are to talk politely and clearly to all who they meet.
- Students are expected to present themselves well at all times. They are to move around the School in a sensible and careful manner.
- Students are expected to present their work in a neat and careful manner. All books are to be used carefully and treated sensibly, in accordance with the relevant policies.
- Students are expected to treat personal, others' and school property with respect.