

PARENT AND CARER CODE OF CONDUCT

This code has been developed so that parents and carers are aware of and meet the school's expectations with regard to their communication with the school, teachers and other school staff and other parents and carers.

Along with our students, we expect all members of our school community to support our goal of having a safe and supportive school environment that is free of all types of bullying or abuse.

As a result, both parents, where applicable, need to sign the Parent and Carer Code of Conduct.

Positive Role Modelling

As parents and carers we have a responsibility to model positive communication and ethical behaviour to ensure goodwill is maintained between all members of our school community.

This includes:

- Being open minded and adaptable
- Accepting cultural and religious diversity
- Assume positive intent from all
- Respectful conduct towards school staff and students at school meetings and school related events

The role of the school

The school is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the school. It is important that parents and carers respect and adhere to these requirements and have their children adhere to the school's requirements. It is also important that parents and carers support school decisions in relation to behaviour management to ensure the best results.

Student Management

Minor issues

The school expects students to comply with its rules and not engage in behaviour that is harmful to others or is contrary to the non-bullying ethos of the school. Parents are expected to support the school's student management process. In cases of minor issues, the school will determine the process for managing the matters and decide what a fair consequence will be. The school will not engage in debate about the details or the appropriateness of the consequence.

Serious issues

In relation to serious matters which may result in the student spending time at home for reflection or permanent removal, the school will inform parents of the matter and deal with it through the school's Enrolment Policy, Student Code of Conduct and Student Behaviour Management Policy.

COMMUNICATION

In general

Parents and carers will use courteous and acceptable written and spoken language in all communications with students, staff and other parents and members of the school community. Insulting, harassing, aggressive or offensive language may not be used.

- Parents will act in the best interests of students, their families and staff members. They will not engage in malicious or judgemental gossip and should ensure anything they say about a student is fair and truthful.

- We value diversity in our school community and respect the rights, religious beliefs and practices of students and families. We respect points of view that are different from our own and all members of our school community are to refrain from action or behaviour that constitutes harassment, discrimination or vilification.
- Communications should show respect, courtesy and consideration, not be confrontational and not harass or bully another person.

Interaction with school staff

School staff are entitled to a safe and happy workplace. This is in the best interest of the students as well as staff. Parents should ensure that their interactions with staff do not create unnecessary stress. To ensure this, please be aware of the following:

- The priority for school staff is the welfare and education of the students. School staff are therefore not required to respond to emails and telephone calls instantaneously. Responses are not expected outside of normal working hours or school holidays unless there is an emergency. *School staff are not required to continue with abusive communications.*
- The time available for parents to meet with classroom teachers is after 3.00 pm. Parents need to communicate the reason for the meeting and allow the teacher time to prepare unless there is an emergency.
- Parents should never attempt to contact a staff member at their home or on their personal mobile.
- Parents can make an appointment to see the Year Level Coordinator, the Assistant Principal or Principal about any concerns they may have in relation to their child.

With students

As members of the school community parents can support the students in learning and encourage them to be their best. This can be modelled by:

- Praising the students for their efforts
- Encouraging an active healthy lifestyle
- Monitoring your student's social media
- Supporting the school in its curriculum priorities and student code of conduct policy
- Encouraging decision making and taking responsibility for their own actions

Inappropriate use of social media sites

Social media can be defined as how we use technology to communicate and connect with others. Despite the range of positive uses for social media, there are also a number of ethical and legal issues associated with its use. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that there are a number of potential legal liabilities that may arise, particularly in relation to issues pertaining to reputational damage, and defamation.

Parents can ensure they abide by the laws and the School's expectations of its parents, by complying with the following:

- The School, its staff and members of its community should not be mentioned or discussed in a negative or defamatory way.
- Photographs of students should not be posted if they have the potential to bring negative connotations towards the School or its staff and students.
- Photographs containing other students should not be posted without the express consent of the other child/children's parents.

- Email addresses of parents, staff and students should not be given to other people without their express consent.
- Parents are not permitted to make contact with other students via any form of social media without express consent of the student's parents.
- Not use social media to voice grievances about the School, members of staff, other students or parents.
- Never disclose any confidential information relating to other parents, staff members, or students to third parties without consent

In the event that any student, parent or carer is found to be posting defamatory or libellous comments on any social media site they will be required to take it down immediately or the student's enrolment could be cancelled.

Physical safety

In particular parents and carers must not:

- Use any object as a weapon to threaten or intimidate any other member of our school community
- Cause injury to any person
- Be in possession of, or under the influence of, or provide others with, alcohol or other drugs

Separated parents

Where some students have parents that are separated or divorced, parents should not attempt to involve the school in any parental dispute that may arise. The school is not able to make judgements on the merits of claims made by one parent against another and should not be asked to do so, nor should it be asked to take any action which would or is designed to disadvantage one party. The school will observe any orders made by a Court in relation to a student or communications with a parent

Correspondence

Correspondence that is in breach of this Code of Conduct, because of the language, an expression used or the manner in which it is sent or delivered, will not be responded to.

Correspondence which is defined as vexatious according to the Complaints and Appeals Policy will not be responded to.

Nothing in this policy precludes any person from exercising their individual legal rights in respect of obtaining a restraining order, reporting an assault, bringing action for defamation or exercising rights under vilification or discrimination laws.

Examples of incidents the school will not accept

In order to create a peaceful and safe school environment, the school cannot accept any of the following behaviours from parents:

- Racial abuse
- Sexual abuse
- Threats of physical violence to any member of the school community
- Anger or aggression
- Abusive or vexatious telephone calls, emails, letters or other forms of communication
- Defamatory comments about school staff, other parents or students on social media
- Damaging school property
- Using loud or offensive language, such as swearing
- Approaching someone else's child in person or on social media in order to chastise them

Any incidents will require school staff to have witnessed them to be able to be substantiated.

Consequences of a breach of the Parent Code of Conduct

Any parent, student or school staff member may notify the Principal or Assistant principal of a possible breach of the Parent and Carer Code of Conduct. The matter will be investigated and if satisfied that a breach has occurred:

- (a) Provide a first and/or a final warning that a breach of the Code of Conduct has occurred and that a further breach will not be tolerated.
- (b) Determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstances.
- (c) Where the breach concerned unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school
- (d) Terminate the enrolment of a student.

Complaints

If a parent has a complaint about an issue, then they should observe the Complaints and Appeals Policy found on the school website.

Ultimately, a complaint may warrant being referred to the Principal.

A parent who wishes to make a complaint will always be heard however, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Links to other policies

- Enrolment Policy
- Student Code of Conduct
- Student Behaviour Management Process
- Complaints and Appeals

Student's Name: _____

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Principal/Assistant
Principal's Signature: _____

Date: _____

| Date | Version No. | Change | Author(s) |
|---------------|-------------|--|--------------|
| February 2022 | 1.0 | Issue | Bronwyn Rose |
| October 2023 | 1.1 | Change to request both parents to sign | Bronwyn Rose |