

## Parent and Carer Code of Conduct

### Purpose

This Code has been developed so that parents and those with parental responsibilities are aware of, and meet the School's expectations regarding their interaction with the School, its teachers, staff, other parents and students. Adherence to this Code is important to promote a safe and supportive environment and promote positive and productive relationships within the School community.

### Overview

The School is responsible for establishing and administering the policies, procedures and guidelines which govern the day to day operations of the school. It is important that parents recognise and respect this, adhere to, and have their children adhere to, the School's requirements and support the School's decisions. This code is developed on reasonable community expectations of behaviour encompassing tolerance, mutual respect and personal safety.

All communications and interactions, whether verbal or in writing with members of the school community whether teachers, staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use inappropriate language (e.g. swearing); and
- not be confrontational or aggressive.

Inappropriate, threatening and insulting behaviour towards staff, students and other parents is unacceptable and can result in parents being asked not to volunteer or attend school functions in the future. If breaching this Code continues termination of the enrolled student(s) may occur.

In the interest of the health and safety of staff and students:

- When visiting the school for any reason other than at the designated drop off and pick up times, please report to reception to obtain a visitor's pass.
- Smoking, possession of, or being under the influence of alcohol or illicit drugs at school or when attending school related activities is not permitted.

### Discipline

The School expects that students will comply with its behaviour management policy and procedures and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School. The behaviour management policy incorporates personalised adjustments for student needs and circumstances. It is fair, respectful and based upon restorative and natural justice practices.

Parents are expected to support the School in relation to student discipline and rules and its behaviour management policy and procedures. The School values a partnership approach with parents when dealing with behaviour management issues, however, in the case of minor disciplinary matters, which require immediate consequences, the School will determine a fair consequence and while parents may be consulted, we will not engage in debate about the appropriateness of the consequence.

In relation to more serious or ongoing disciplinary issues, the School will work with parents and carers to develop plans and consequences that are within the framework of the School's behaviour management policy.

### Interactions with Staff

The school conducts regular meetings between staff and parents where students' progress can be discussed. There may be other times when a parent or staff member can request a meeting.

For day to day communication between teachers and parents, teachers will set the expectation of what communication methods work best for them in the context of their teaching load and class

commitments. They may communicate this at the beginning of the year or from time to time as the need arises. Parents are asked to respect these requests.

If a parent wishes to meet with a staff member, appointments can be arranged for a mutually convenient time. This can be done through the school office, or directly with the teacher if this is their preferred method. Discussing issues at length, before and after school without an appointment is not encouraged and it is not conducive to teacher well-being. Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Parents can make an appointment to see the Faculty Coordinator about any concerns they may have relating to their son or daughter's education. If needed, a further appointment may be made with the Head of Education.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a concern about a member of staff or something that has occurred at the school or on a school related activity, they can raise it with the staff member concerned or with the Head of Education or Operations, depending on the nature of the concern. When doing so, they should observe the general expectations of conduct set out in this Code.

### **Interactions with students**

Parents may on occasions volunteer at school events, including camps, and attend school events where students are present. Parents are reminded that as adults in the school community, they have a special responsibility in presenting themselves as appropriate role models who support teachers in their professional judgement and model kindness and respect in their interactions with students.

### **Complaints**

If a parent has a complaint about an issue, they can refer to the School Complaints Resolution Policy, as available on the school website. This outlines the process to follow and personnel responsible for areas of activity. If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

### **Social Media**

Social media should not be used to criticise or denigrate the School, teachers, staff or others in the school community. Similarly, the class email groups created for the notification of class and whole school activities should not be used to air complaints against the School, or individual parents or to promote private businesses, or to make social arrangements. Parents can "opt in" to create their own, unrelated to the school, communication group for making social arrangements.

### **Separated Parents**

The School is aware that some students have parents who are separated or divorced. In these cases, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments 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 of course, observe any orders made by a Court in relation to a student or communications with parents.

### **Failure to Observe this Code**

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to teacher/s or staff;
- limit access to the school premises or school events; or
- terminate the enrolment of the student depending on frequency and severity of breaches.