



Code of Conduct – Parents

Scope and Purpose

The policy applies to all adults, including parents, guardians, step-parents, grandparents, extended family members and caregivers. In this policy, the word 'Parent' applies to all caregivers as listed.

The School is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the school. This Parent Code of Conduct has been developed so that parents, and those with parental responsibilities, are aware of and meet the School's expectations concerning their interaction with the School, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

As a parent, you are obliged to observe all aspects of this policy as part of the conditions of your child's enrolment.

Expectations for General Interactions

Communications, whether verbal or in writing, with other members of the school community including teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

In order to support a peaceful and safe environment, the School will not (under any circumstances) tolerate parents or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, the staffroom area, or any other area of the School grounds;
- Entering a classroom without consent of teaching staff during class time;
- Using loud/or offensive language, swearing, cursing, using profane language or displaying bad temper;
- Threatening to do actual bodily harm to a member of School staff, visitors, fellow parent or student, regardless of whether or not the behaviour constitutes a criminal offence;
- Damaging or destroying School property;
- Sending abusive or threatening emails or text/voicemail/phone messages or other verbal or written communication to any School employee or student;
- Using defamatory, offensive or derogatory comments regarding the School or any of the pupils/parents/staff at the School including on Facebook or other social media sites;
- Approaching someone else's child, or another parent, to discuss or chastise them as a result of incidents involving children of the School. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.

Discipline

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School.

Parents are expected to support the School in relation to its Behaviour Management policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair consequence. The School Leadership team will not engage in debate about the details of the conduct or the appropriateness of the consequence.

In relation to more serious disciplinary matters which may result in suspension or expulsion, the School will inform parents of the matter and will deal with it in accordance with the School's Student Management Procedures for Suspension and Expulsion. While parents will be consulted, the final decision will be the School's.

Interaction with Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office.

Staff members should not be contacted outside of school hours and /or at their homes.

Parents also can make an appointment to see the Principal about any particular concerns they may have relating to their son or daughter.

It is important that parents show respect for staff and not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member directly or with the Principal. However, when doing so they should observe the general rules of conduct set out in this Code.

The School has a duty of care to protect all staff and for this reason, any aggressive or abusive behaviour will not be tolerated.

Complaints

If a parent has a complaint about an issue, this should be directed to the Principal or to the teacher responsible for the particular 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. Please see the School's Complaints Policy and follow the procedures outlined therein (available on the School website)

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 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.

School Car Park and Driveway Rules

Under no circumstances are parents to leave their vehicle while in the “Kiss and Go” zone. It is a disruption to the flow of traffic and can potentially pose a risk of injury to staff, students and other members of the community.

If you need to leave your vehicle for any reason (to speak with staff and/or collect your child), please park your car in a designated car parking place and walk to the front office.

Parents are to adhere to the speed limit signage and follow the directions of school staff members when using the car park and driveway areas.

Parents are to abide by all road and traffic rules at all times when dropping off and picking up their child/ren.

Parents are to abide by the expectations for interactions as outlined in this Code of Conduct at all times when on school property, including in the car park and driveway.

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 a teacher or teachers;
- direct a parent to communicate only with staff members through a nominated School representative;
- limit access to the school premises or sporting or other school events; or
- terminate the enrolment of the student, as determined by the Principal

Where appropriate, the School may involve other authorities or take further steps as it deems appropriate according to the nature of the breach.

Policy Dates			
Implementation	21 st Feb 2021 (Reference AIS)	Reviewed	September 2024
Next Policy Review Date	August 2026		
Policy Authorisation	Principal: Dianne Klumpp		
Policy Number	0012		