

PARENT/GUARDIAN CODE OF CONDUCT

PRELIMINARIES

All students, parents, teachers and support staff have the right to be safe and secure in our College. With this right comes the responsibility to comply with College policies and procedures and to be accountable for actions that put at risk the safety or wellbeing of others.

This Code provides parents and guardians with guidelines for developing positive relationships within the College and assists in promoting our core values and reinforcement of our mission and vision.

PURPOSE

- The College aims to provide an open, welcoming and safe environment for all. We believe that all community members play a valuable role in the functioning of the College.
- This Code provides guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students, staff, parents and guardians is respectful, courteous and sensitive.
- This Code also outlines the consequences for any stakeholder who does not comply with these standards of behaviour.
- This code of conduct is applicable to parents and guardians of students who are admitted in the college. This Code of Conduct is a guide for them about expected standards of behaviour.

GENERAL CONDUCT

Communication

- Parents and guardians are expected to deal with our teaching and non-teaching staff in a way that is courteous and respectful at all times.
- Use courteous and acceptable language in written and verbal communication.
- Give encouraging and constructive feedback rather than negative criticism.
- Responses to emails and telephone calls are not expected to be instantaneous or out of normal working hours, unless of an urgent nature.
- Parents and guardians are not to create social media pages that can be associated with the College in any way, without the permission of the Principal. Your actions should not bring the College's name, image and/or reputation into disrepute.

Interaction

- Show an active but non-invasive interest in their ward's work and progress.
- Work with the teaching staff to deal promptly with areas of concern.
- Treat all members of the College community with respect and courtesy.
- Work with the College in dealing with disciplinary issues involving their ward.
- Not behave in ways that would be considered to be offensive, intimidating, humiliating, aggressive, threatening or abusive.
- Refrain from public criticism of College activities, events, students and staff at the College.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media such as emails and Facebook within the College Community.

COLLEGE POLICIES

- Support the College's Policies and acknowledge that the Principal is responsible for implementing the College Policies.
- Comply with all relevant policies and procedures of the College. These are published on the College website as well as available upon request.

CONFLICT MANAGEMENT

- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Work with the College to deal promptly with areas of concern.
- Accept staff decisions and follow their directions. Speak with the staff member if there is a problem complying with any directions.

COMPLAINTS AND FEEDBACK

- The College has developed a complaints policy to ensure that all concerns are dealt with by the College in the appropriate manner.
- Should a parent or guardian be unable to resolve an issue informally, they may lodge a complaint with the College.
- We commit to dealing with this complaint according to our Complaints Handling Policy.

BREACH OF CODE OF CONDUCT

The consequences for breaching this Code of Conduct will be determined by the Principal in consultation with the concerned teacher and Head of the Department, which may include:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome and that another breach of the Code of Conduct will not be tolerated.
- A banning from being on College grounds or attending any College related activity.
- A restraining order being sought against the relevant person through the legal system.
- The College may take such other steps as it may in its reasonable discretion, determined appropriate, according to the nature of the breach.