

Parent Code of Conduct

1. Purpose and Guiding Principles

1.0 Purpose

Carey Baptist Grammar School (the School) believes parents play a valuable role in the life of the School and all members of our community have the right to be safe and feel safe in their school community. We believe that the School and the parents are in a partnership to support the academic, emotional and social development of each child enrolled at the school. As such, the relationship between the parents and the School is of critical importance to our success.

This Code of Conduct:

- provides parents with guidelines which promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous, and considerate.
- assists in promoting the values that are in keeping with the School's Vision and Values.
- specifies the consequences for a parent who does not comply with these standards of behaviour.

2. Body of Policy

2.0 Scope

This Code of Conduct applies to parents (including guardians, step-parents, carers) whether in the School or attending any school-related function, event or activity at any other location.

Students are covered by the [Student Behaviour Policy](#) and the staff by the [Staff Code of Conduct](#).

3.0 Principles

Carey's values that underpin this Code of Conduct are care, respect and growth.

Parents who share and live our School values and who support our endeavours are critical in helping us to build and maintain an effective school. Appropriate conduct on school grounds and at school-related activities by parents is central to ensuring we achieve this goal. The following principles underpin this Code of Conduct:

- All School community members should be valued and treated with respect and courtesy. They have a right to expect that the environment of the School, or of any School activity, will be one in which they can feel safe and secure.
- Students have the right to learn, teachers have the right to teach, and all staff have the right to work in a safe and supportive environment.

- Parents have the right to communicate their concerns and engage with other School community members in an atmosphere of mutual respect and co-operation.
- Students and parents have the right to expect that the Principal and staff will fairly, reasonably and consistently implement this Code of Conduct.
- This Code of Conduct will be available for all members of the School community to access.
- All members of our community have an obligation to support this Code of Conduct.

4.0 Parent Role

The partnership between the School and parents/guardians will require that parents seek to ensure that the students are meeting the School's requirements with respect to:

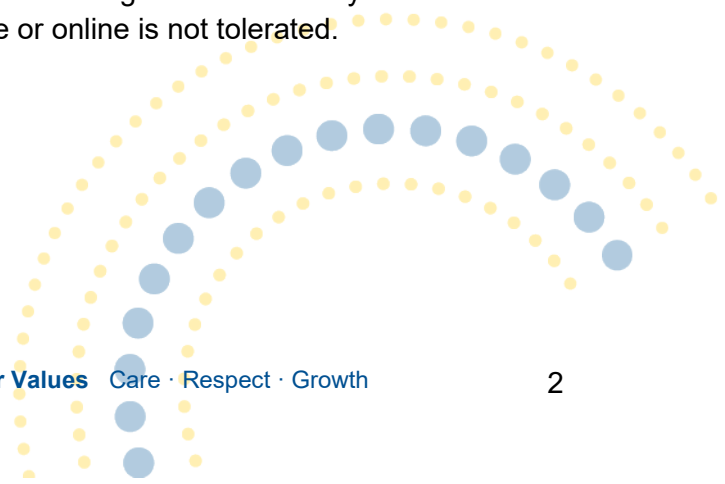
- attendance and punctuality
- participation
- presentation (including the wearing of correct School uniform)
- co-curricular activities
- the Student Behaviour Policy

Parents can support their child's development and work in partnership with the School by:

- supporting their children in all educational endeavours by giving praise and showing interest in their school activities.
- helping their children to discover that it is often the process that is experienced rather than the end product that makes it worthwhile.
- helping their children to understand that giving your very best is what matters rather than always comparing yourself against the capabilities or achievement of others.
- allowing their children to make mistakes and experience setbacks or disappointments and support them to accept responsibility for and learn from any mistake, setback or disappointment.
- demonstrating that both parents and School staff work together for the benefit of the children.
- not approaching another child whilst in the care of the School to discuss or chastise them because of their actions toward your child. Refer this matter to the School Section staff in the first instance.
- co-operating where your child's behaviour has overstepped accepted School standards as outlined in the Student Behaviour Policy and follow specified protocol for communication with staff members.
- supporting the strategic directions of the School.
- adhering to the School's policies.
- engaging in a civil manner with staff, students, and other parents at all times. Abusive language, raising your voice, insulting or intimidating behaviour to anyone on School grounds, on school related activities offsite or online is not tolerated.

5.0 Parent Behaviour

All parents are expected to:



- uphold the values of the School and model these to the students and understand the School's protocols and expectations as outlined in the various policy, curriculum, handbooks and other documents.
- be mindful of, and sensitive to, the presence of students and consistently encourage and model good behaviour on School premises and at all School events.
- discourage harassment, bullying, anti-social and violent behaviour in students and should communicate any concerns directly to the appropriate School staff.
- respect that the management of students during School activities is the responsibility of the School's staff and any parent concerns should be shared directly with the School in which constructive criticism is welcomed.
- be positive ambassadors for the School and refrain behaviour that constitutes harassment or discrimination, including inappropriate use of School contact lists, emails or social media.
- support the staff and leadership of the School, especially in matters concerning behaviour management, thereby helping students to develop a sense of responsibility, accountability and respect for authority.
- respect the parking and traffic rules in and around each campus.
- unless there is authorisation by the School, not to upload photos, videos or other materials containing footage of School activities onto any social media websites or forums.
- recognise the boundary between the staff's professional environment at the School and the staff's private environment at home and in the community beyond the School.
- appreciate that, from time to time, it is normal for tensions and disagreements to occur both within the School and in the relationship between the School and home. These tensions can be overcome and resolved with mutual respect, goodwill and a commitment to working together.
- not deliberately exclude others or purposely treat some members of the school community differently from others.
- adhere to relevant compliance under legislation and any court orders.

6.0 Communication

- Parents are encouraged to engage in active dialogue with teaching and education support staff regarding their child's education and raise matters of concern in a constructive manner.
- Parents are encouraged to use the designated means of communication, such as Canvas, School diary, letters, email, telephone and face-to-face interviews, to communicate with teachers and other School staff.
- Sufficient time should be allowed to respond to communication in a timely, respectful and thorough way.
- Parents should make an appointment in advance when wanting to speak with a member of staff. Most teachers and leadership staff spend much of their day in class so parents, guardians and volunteers should not expect to have immediate access to them.

- Grievances should be brought to the relevant staff member in the first instance. For student related matters, this would be the pastoral care or subject teacher or, for matters of a repeated or serious nature, the relevant Deputy Head or Head of School.
- Families are also encouraged to inform the School if family circumstances change to the extent that they have the potential to affect a child's learning or physical, emotional, academic or psychological state. This includes serious illness in the family, changed living arrangements, financial crisis, the issuing of court orders affecting a child's access to a parent and extended leave requests.

7.0 Community/Parent Conduct at Co-Curricular Activities

School community members are expected to understand and comply with the following principles when attending co-curricular activities:

- Students are involved in co-curricular activities primarily for their enjoyment and therefore reinforce a healthy attitude towards winning and losing.
- Students learn best by example. Encourage students, by example, to abide by the rules and behave appropriately.
- Students should be taught that honest effort is as important as victory, so results are accepted without undue disappointment.
- Turn defeat into victory by helping our children work toward performance improvement and good sportsmanship.
- Never ridicule or yell at a person for making a mistake or losing.
- Behave respectfully and courteously towards players, coaches, volunteers and officials.
- Support all efforts to remove verbal and physical abuse from co-curricular activities.
- Do not approach a referee or official at any stage during or immediately after an event. Please approach a staff member if you have a concern.

8.0 Safety

- All parents must comply with all relevant policies and guidelines that relate to the occupational health and safety of others within the School community.
- Parents can only enter a classroom with the permission of a staff member.
- Parents are especially asked to be familiar with the School's emergency procedures and follow the directions of relevant staff should they be onsite or at a School event when an accident, drill or emergency occurs.

In particular, members of the School community must not:

- use any object (whether as a weapon or otherwise) to threaten, intimidate or cause injury to any other person by the use of any such object.
- verbally abuse, threaten or inflict bodily harm on another person by any physical aggression or encourage others to do so.
- attend the School whilst intoxicated on drugs or alcohol.

9.0 Concerns, Grievance and Dispute Resolution

As a member of the School community, if you have a concern or grievance with another member of the School community relating to a School matter, try to resolve the matter informally, or by speaking with the person directly. If this has not been successful, you may

choose to refer to the appropriate staff member and if the matter has not been resolved following the chain of command of staff, you may consider following the procedures contained in the [School's Community Grievance Policy](#).

10.0 Breaches of the Parent Code of Conduct

Should a parent's behaviour contravene the ideals and principles contained in this Code of Conduct, the School Leadership Team has a responsibility to protect the School's students and other community members from behaviour which is or is potentially physically or emotionally harmful.

The consequences of a breach of this policy will be determined at the discretion of the Principal but may include:

- a ban from attending any School event.
- a ban from being on School grounds.
- a directive that the parent can only communicate with staff through a nominated representative.

In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child of that parent and take other reasonable steps as it may in its reasonable discretion according to the nature of the breach.

Where it is considered that the behaviour of a parent poses a threat to the safety of any community member, the police may be contacted.

3. Related Policies, Procedures, and Legislation.

[Privacy](#)
[Community Grievance Procedure](#)
[Parental Separation and Family Law Policy](#)
[Student Behaviour Policy](#) and
[Community Code of Conduct](#)

Carey may vary, remove or replace this policy at any time.

Responsible department:	Community Engagement
Version:	2023
Approved by:	<input type="checkbox"/> SLT <input type="checkbox"/> Principal
Effective Date:	2023
Review date:	2026
Location:	<input checked="" type="checkbox"/> School wide <input type="checkbox"/> Kew <input type="checkbox"/> Donvale <input type="checkbox"/> Bulleen <input type="checkbox"/> Toonallook <input type="checkbox"/> Other
Audience:	<input checked="" type="checkbox"/> Student/Parent <input type="checkbox"/> Staff <input type="checkbox"/> Visitors/Volunteers <input type="checkbox"/> Contractors <input type="checkbox"/> Carey Community <input type="checkbox"/> Other
Publication:	<input type="checkbox"/> Management <input type="checkbox"/> Staff <input type="checkbox"/> JS Kew <input type="checkbox"/> JS Donvale <input type="checkbox"/> MS <input type="checkbox"/> SS <input checked="" type="checkbox"/> Whole School <input checked="" type="checkbox"/> Website <input type="checkbox"/> Other