



Code of Conduct (Parents and Carers)

Introduction

Parents are role models for children. The choices parents make, and the behaviours exhibited, have a significant influence on our children.

This Code of Conduct applies to all parents, who interact with our College. The purpose of this Code of Conduct is to provide an outline to all families, visitors and volunteers to the College, of expectations of conduct and communication between members of the community, including whilst attending external College events. This serves to build an atmosphere of mutual respect and understanding in which all members of the community can feel safe and valued.

Note: *The use of the term 'parents' in this Code of Conduct includes carers and family members of the student.*

Rationale

We recognise that parents are an integral part of the College community and have a right to participate in their child's education.

We understand that a child's learning outcomes improve through the active and supportive role of their parents and families. A strong and productive partnership between families and the College is encouraged, as this is an essential component of the Marist philosophy.

As a united College community, we are guided by Marist values in our daily work and interactions with one another. The choices parents make and the behaviours exhibited, have a significant influence on their children.

If parents have a difficulty or concern, they are encouraged in the first instance, to talk it over with their child's teacher, or, if appropriate, with the College Principal.

If it becomes a difficult issue, the College has guidelines that explain the processes for complaints. These processes reflect that resolution of complaints is best achieved through mutually respectful behaviour.

Communication

With Students

Parents are advised not to communicate directly with their child during school hours. In the event of an emergency, parents are requested to contact the College Administration Office (Junior School) or the College Reception or the relevant Year Coordinator (Senior School). Parents should advise the nature of the emergency and communication with the student will be facilitated. Direct communication to students during class time, via phone or email, distracts students from their learning and can create anxiety.

With the College

- Parents are expected to work with staff in a way that is courteous and respectful at all times.
- Issues of a minor nature should first be raised with the child's classroom teacher/Homeroom Teacher/Subject Teacher. Incidents of a more serious nature should be discussed with the Year Coordinator or other relevant Coordinator/ Leadership Team member.
- It is not appropriate to casually discuss information about other students, parents or teachers while on College grounds or in public forums.
- In raising concerns with staff, parents should communicate calmly and respectfully. The use of sarcastic, rude or abusive language is not conducive to the effective resolution of concerns.
- The College is aware that some students have parents who are separated or divorced. In these cases, parents should not attempt to involve the College in any parental dispute that may arise. The College is not able to make judgement 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 action which may disadvantage one party. The College will of course, observe any orders made by a Court in relation to a student or communication with parents.

With Staff

At all times parents should use courteous and acceptable written and spoken language when communicating with any member of the College Staff. The College has a duty of care towards all staff and students and for this reason, aggressive or abusive language or behaviour will not be tolerated.

- If a parent wishes to meet with a staff member, they should contact the office in either the Junior School or Senior School to make an appointment, or contact the staff member directly by email to make an appointment at a convenient time.

- Parents should never attempt to contact a staff member at their home.
- Parents should communicate in person, through College email or College phone only (In the Junior School, avoid using Seesaw for direct messaging).
- Staff will attempt to make an initial response to any contact by telephone or email within 48 hours.
- It is important for parents to exhibit patience with both Senior School and Junior School staff in times of busyness, understanding that staff are following protocols.

When communication is via email:

- Students should not be copied into complaint emails that parents send to the College. No one other than the parents and recipient teacher should be addressed in an email.
- Emails should be brief – state the essence of a concern and ask for communication back.

When meeting with a staff member:

- Parents should be respectful of teacher's time.
- Parents should speak respectfully with and about a teacher at all times.
- If a teacher feels unsafe or threatened the meeting will be discontinued.

Social Media

It is expected that social media will be used for the purposes of building a positive sense of community.

When using social media, parents follow the guidelines including and not limited to:

- Being positive and respectful about the College, its staff and students.
- Avoiding expressing grievances about the College or posting any material that may damage the reputation of the College or a member of the College community.
- Refraining from taking or posting photographs or videos of other students, parents or staff members while on College-related event.
- Relying on the official authorised College Facebook, Instagram and LinkedIn pages and College website for information and notifications.
- Refraining from setting up or promoting any group with the name "St Gregory's College" or any abbreviated version of the College name or College crest/logo in its title. This may mislead any reader to believe that the College mediates the site.
- Refraining from giving email addresses of parents to other people without their express consent.
- Refraining from using social media as a means of making contact with other students.

Volunteering/Confidentiality

It is St Gregory's College policy that any parent or volunteer who is on site or directly assisting with a College related event must have a valid and current Working with Children Check (WWCC). Volunteers will also be required to complete the online Volunteer registration each year in order to participate as a parent volunteer in the classroom.

When parents volunteer in certain roles in the classroom, they may come across confidential information regarding a student. It is important that:

- This information remains confidential and is not discussed with other parents.
- Other students' performance is not to be discussed with the teacher.
- Parents do not reprimand students for misbehaviour, but instead report this to the teacher.

College Sport & Cocurricular

Sport coaches select teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents or carers to make public, aggressive or demeaning complaints when their child is not selected for a team.

Parents are encouraged and welcome to attend sporting and co-curricular events at the College. They should exercise appropriate and courteous behaviour at all times when supporting students including but not limited to:

- Applauding the efforts of the students and team, using positive comments which are motivational and encourage continued effort.
- Congratulating each participant regardless of the outcome.
- Never discouraging or disparaging any player.
- Respecting the decision of officials.

- Condemning violence in any form by spectators, coaches, officials or players.
- Demonstrating appropriate social behaviour by refraining from foul language, or from harassing players, coaches or officials.
- Showing respect for the team's opponents. Without them there would be no game.
- Never interfering in an activity.
- Refraining from any malicious or judgmental gossip.
- Refraining from approaching or making contact with the opposition's coaches, parents, students or school directly.

Car Park Etiquette

These guidelines are to ensure absolute safety of our students, staff and family members, in an area where they are at greatest risk, where there are moving vehicles and pedestrians in a space.

General guidelines including and not limited to:

- Adhering to the displayed speed limit.
- Remaining mindful and patient; it is natural that at busy times the car park gets full.
- Obeying all road rules, particularly refraining from overtaking in the College zones.
- Refraining from sounding a car horn unless warning of danger.
- Using pedestrian crossings where available.
- Parking in designated spaces only.
- Parking in disabled car spaces only when a valid disabled parking permit is displayed on the windscreen.

What happens when conflicts arise between students?

There will be occasions when conflict may arise between students. It is vital that parents encourage their son or daughter to seek appropriate solutions themselves, which may involve discussion with the classroom teacher, subject teacher, Year Coordinator or other staff. If attempts at discussion do not find satisfactory resolution, it is expected that parents will discuss their concerns with a teacher.

Parents should avoid becoming embroiled in student conflicts with other students. Parents should contact the College and provide information which allows the College staff to address the matters raised.

College Policies

Parents and carers should support their children so that they can comply with College policies.

Parents and carers, as members of the College community, are also expected to comply with College policies and reasonable directions, including those relating to health and safety and communications with the College.

Complaints and Feedback

St Gregory's College Campbelltown has developed a complaints policy to ensure that all grievances and complaints are dealt with by the College in the appropriate manner.

Should a parent or carers 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 Program**.

Breach of Code of Conduct

Enrolment at St Gregory's College carries an expectation to support the school, its staff and its policies and processes. In a very small number of cases some families are unable to meet these obligations. We will work with those families to resolve these issues but a serious or persistent failure to act in accordance with this Code of Conduct, our policies, and the conditions of enrolment can result in consequences that could include the restriction of access to the College and cancellation of enrolment. All legal issues must be passed on to local Police.

Your support of the College, in words, actions and modelling of appropriate behaviour, will serve the students, the College and the broader community in which we live, in a way that is true to the spirit of family and Marist values that are so much a part of St Gregory's College.

The College thanks you for your cooperation with the Code of Conduct and invites you to actively engage with elevating the behaviour and reputation of the St Gregory's College community. Our primary focus is and always will be on the excellent care, education and development of the students - your children.