Parent Code of Conduct

In conjunction with Policy No.6 Enrolment Policy

Approved by School Board
October 2024

Rationale

Kerang Christian College aims to provide Christian education for the children of families who desire Christ-centred education. We invite families who are supportive of our vision and purpose to enter into a partnership with us. We believe our partnerships with parents of students at the College contribute to the high standard of education we are able to offer students, in accordance to our Christian ethos, doctrine, and practices.

This Parent Code of Conduct outlines the way in which the College requires all parents and/or guardians to conduct themselves when visiting the College, participating in College activities and communicating with members of our community (including students, staff and other parents).

We believe that this Parent Code of Conduct will help guide our partnership with parents and ensure a safe and welcoming environment for community and learning.

When attending the College:

1. Parents and/or guardians must:

(a) comply with all safety policies and procedures in place at the College;

(b) comply with relevant legal obligations under all legislation and any court order;

(c) sign-in at the Office on entry to the College; sign-out on exit from the College;

(d) only enter a classroom with permission from a staff member;

(e) listen respectfully, in the same manner required by students and staff, when attending any kind of College assembly, presentation, class event, or public meeting;

(f) treat all parents, staff, contractors, volunteers, students, and visitors to the College with courtesy and respect;

(g) accept the authority of the teacher (or teachers) and comply with any reasonable direction.

(h) allow the child to share fully in the life and program of the school, including the devotional activities;

(i) support the aims of the school as consistency between the home and school is important;

(j) ensure that their child is neatly and modestly presented in the correct school uniform;

(k) accept the school's Student Code of Conduct, Bullying and Behaviour Policies and uphold them in every way possible; and

(l) provide voluntary support in the school in keeping with the spirit of community and family in the school.

2. Parents and/or guardians must not:

(a) interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;

(b) discipline or reprimand a child about their behaviour if that child is not their own child;

(c) bully or harass parents, staff, contractors, volunteers, students, and visitors to the College;

(d) take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or

(e) visit the College whilst under the influence of drugs or alcohol.

3. Communicating with staff, contractors and volunteers of the College

(a) All staff, contractors and volunteers are entitled to a safe and enjoyable work environment.

(b) If a parent and/or guardian contacts a staff member, contractor, or volunteer in relation to a query or concern, the recipient will respond within a reasonable period of time.

(c) In order to most effectively discuss a particular query or concern, parents and/or guardians wishing to speak to a staff member, contractor, or volunteer (either in person or over the phone) must make an appointment through the College office.

(d) Parents and/or guardians must:

i. speak to staff, contractors, and volunteers with courtesy and respect;
ii. communicate with staff, contractors, and volunteers in a clear, friendly and open manner;
iii. behave in a way that respects the ethos, doctrines and practices of Christian education as espoused by the College; and
iv. respect the privacy of staff, contractors, and volunteers.

(e) Parents and/or guardians must not:

i. raise their voice or interrupt whilst a staff member, contractor, or volunteer is trying to speak;

ii. speak to staff, contractors, or volunteers in a derogatory or offensive manner;

iii. take a photo, video recording, or audio recording of a staff member, contractor or volunteer without prior consent;

iv. post a photo, video recording, or audio recording of a staff member, contractor or volunteer on social media without prior consent;

v. intimidate, undermine, threaten, bully or harass staff, contractors, or volunteers.

4. Communicating with other parents

(a) Parents and/or guardians must:

i. speak to other parents with courtesy and respect;
ii. contribute to a positive and friendly culture within the College community;
iii. support and encourage the values, activities and ethos of the College; and
iv. respect the privacy of other parents.

(b) Parents and/or guardians must not:

i. raise their voice when speaking to other parents;
ii. deliberately exclude a parent and/or guardian or treat a parent and/or guardian differently to other parents and/or guardians;
iii. speak to other parents in a derogatory or offensive manner;
iv. take a photo or video recording of another parent without their consent;
v. post a photo or video recording of another parent on social media without consent;
vi. post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent or legal guardian beforehand;
vii. intimidate, undermine, threaten, bully or harass other parents;
viii. raise false accusations against others;
ix. disclose the personal details of a parent and/or guardian to another person without consent.

5. Using social media

(a) Parents and/or guardians recognise the potential for damage to be caused, directly or indirectly, to the College and others as a result of their personal use of social media especially in circumstances when they can be identified as a parent and/or guardian of the College.

(b) When using social media, parents and/or guardians must:

i. respect a person's professional and personal environment and must not harass other people online;

ii. act with integrity;

iii. make reasonable efforts to ensure that their children comply with the College's ICT – Information and Communication Technology Protocols and Social Media Policy;

iv. be respectful to staff, contractors, volunteers, other parents, and/or students; and

v. never reveal confidential information relating to the College, staff members, contractors, volunteers, other parents, and/or students at the College.

(c) Parents and/or guardians must not post on social media defamatory, offensive, sexually inappropriate, or other material that may damage the reputation of the College.

6. Making a complaint regarding the College

(a) Parents and/or guardians have the right to raise issues and concerns related to the education of their child or other matters relating to the College.

(b) Parents and/or guardians should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to our policies and procedures. (refer to Grievance Policy)

(c) When making a complaint to the College, parents and/or guardians are required to act in a manner consistent to the Parent Code of Conduct.

7. Consequences of a breach of this Parent Code of Conduct

(a) Any parent and/or guardian, student, staff member, contractor or volunteer may notify the Principal of a possible breach of the Parent Code of Conduct.

(b) The Principal or their representative will investigate the complaint to determine whether there has been a breach of the Parent Code of Conduct.

(c) If satisfied that a breach has occurred, the Principal or their representative may implement disciplinary action against the respondent such as a warning, direction to provide an apology, direction not to enter College grounds for a period of time, or termination of enrolment.

8. Related policies and procedures

- Privacy Policy
- Enrolment Policy
- Grievance Policy
- Enrolment Terms & Conditions

Document History

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