

Parent Code of Conduct

Classification: Workplace Health & Safety

updated June 2024

Ref. R/19/1980



22 Vittoria Road BUNBURY WA 6230
P O Box 7 BUNBURY WA 6231

T. 08 9726 4200
E. enrol@grace.wa.edu.au

www.grace.wa.edu.au

  @gracechristianschoolwa

Grace Christian School promotes values that are in keeping with the Christian ethos.

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

This Code also provides parents and guardians with guidelines for developing positive relationships, assisting in supporting the learning environment within the School community and assists in promoting our unity and core values, that underpin our mission, vision and ethos.

1. Purpose

The School aims to provide an open, welcoming and safe environment for all. We believe that all community members play a valuable role in the life of the School. The Code provides guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students, staff, parents and guardians is healthy, safe, respectful, honest, courteous, sensitive, tactful and considerate.

This Code also outlines the consequences for any member of the School Community who does not comply with these standards of behaviour.

2. Application

For the purpose of this Code, 'School Community' comprises parents, guardians, stepparents, relatives, extended family, friends, supporters and carers, when in the School environment or when attending any School related function or activity at any other location. Parents and guardians agree to the Code of Conduct when parents/guardians sign the Enrolment Contract with the School. Although step-parents, relatives, extended family, friends, supporters and carers are not a party to that Enrolment Contract, this Code of Conduct is a guide for them about expected standards of behaviour.

3. General Conduct

Parents and Guardians agree to:

- Support the School's ethos and beliefs;
- Show an active but non-invasive interest in their child's school work and progress;
- Work with the teaching staff to deal promptly with areas of concern;
- Treat all members of the School community with respect and courtesy;
- Ensure that their child is appropriately dressed and prepared for school on a daily basis and participates in appropriate school activities;
- Promptly report to the School their child's absence or late arrival;
- Work with the School in dealing with disciplinary issues involving their child;
- Observe confidentiality in respect of all information gained through participation in School activities- all information held by schools should be handled with care and individuals should not discuss nor disclose personal information about other students, staff or students' parents/guardians;
- Not behave in ways that a reasonable person would consider to be offensive, intimidating, humiliating, aggressive, threatening or abusive.

Any parent or guardian who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any School related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code.

4. Complaints and Feedback

Grace Christian School has developed a complaints policy to ensure that all concerns are dealt with in the appropriate manner. Should a parent or guardian be unable to resolve an issue informally, they may

lodge a complaint with the School. We commit to dealing with this complaint according to our complaints brochure.

5. Child Protection Concerns

Parents and guardians are encouraged to discuss any concerns about the health, safety and wellbeing of our students with the Head of Student Management, Deputy Principal or Principal.

6. Breach of Code of Conduct

The consequences for breaching this Code of Conduct will be determined by the Principal and the School may at its discretion determine appropriate consequences according to the nature of the breach.

Where breaches involve legislative consequences, the appropriate actions involving outside agencies and bodies will be carried out.

7. Guidelines of Standards of Behaviour

The following guidelines provide examples of general expectations and how to comply, but the list is by no means exhaustive.

7.1 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. The School endeavours to respond within one working day.
- Parents and guardians, and other persons attending with children not enrolled in the School are responsible for supervising the behaviour of those children.
- Parents and guardians are not to create social media pages that can be associated with the School in any way, without the express permission of the Principal.
- Your actions should not bring the School's name, image and/or reputation into disrepute.

7.2 Relationships

- Discipline of students is the responsibility of staff and therefore any matters or concerns related to managing students' behaviour should be referred to staff immediately.
- Parents and guardians should not reprimand or approach other students should their child have issues with another student.
- Ensure that physical contact with students is appropriate given the age of, and relationship with, the student such that questions of impropriety do not arise.
- Acknowledge and affirm success in individual and School achievement.
- Do not discuss any grievances in front of your children regarding the School.
- Demonstrate that both parents and teachers work together for the benefit of the child.
- Listen to your child, but remember that a different 'reality' may possibly exist elsewhere.
- Refrain from public criticism of School activities and events or students and staff at the School, instead bring these matters to the attention of the school.
- Refrain from actions and behaviour that constitutes harassment or discrimination, including inappropriate use of social media such as emails and Facebook within the School Community.

7.3 School Policies

- Support School's Policies and acknowledge that the Principal is responsible for implementing Policies.

- Comply with all relevant policies and procedures of the School. These are published on the School website as well as available upon request.

7.4 Conflict Management

- Seek staff assistance, if necessary, to resolve conflict peacefully.
- Work with the School 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.