

2.12 PARENT CODE OF CONDUCT POLICY

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1 PURPOSE

- 1.1 The purpose of this policy is to clearly outline to all our parents and visitors to our school the expected conduct so that we can work together to ensure a safe and positive school environment for our children.

2 SCOPE

- 2.1 This code applies to all adults including parents, guardians, extended family and any others involved in any communication related to Sowilo Community High School. For convenience, the term 'Parents' will be used throughout the document.

3 POLICY STATEMENT

- 3.1 Ethical conduct: Parents will act in the best interests of Sowilo, its staff and students as well as its community
- 3.2 Respect: At Sowilo we value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. At Sowilo, we respect different points of views from our own. All members of our community must refrain from actions and behaviours that establish any form of harassment, discrimination or slander in any form.
- 3.3 Communication: Parents will use polite and acceptable written and spoken language in all communication with students, staff and other Sowilo community members

3.4 In order to support a peaceful community at Sowilo that ensures a safe and friendly community environment, the following will not be tolerated:

- Disruptive behaviour which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- Using loud and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child;
- Damaging or destroying school property;
- Abusive, threatening, malicious or inflammatory emails, phone or social network messages;
- Smoking and/or use of illegal substances on school premises or whilst on excursions, camps or other school-based activities; or
- Attending the school site or any school-related activity whilst intoxicated from drugs or alcohol.

3.5 Parents of Sowilo Community High School have the right to:

- be treated with respect and courtesy by staff, students and other parents.
- be listened to, and clearly communicated with by the school, in regard to their child's education and development.
- have confidentiality over sensitive issues respected by staff and other parents involved.
- be treated in a caring and polite manner.
- have a timely response to concerns raised.
- be treated with professionalism by all staff members.

4 RESPONSIBILITIES

Compliance, monitoring and review

4.1 Sowilo Community High school council is responsible for endorsing this policy, maintaining its currency and relevance.

The principal is responsible for ensuring that all staff, volunteers and visitors are aware of this policy

5 RELATED LEGISLATION AND DOCUMENTS

5.1 This policy outlines the way in which our community requires all parents and visitors to conduct themselves when visiting our school and participating in events or communicate with members of the school community.

Policies that apply to the conduct are:

- Attendance policy
- Student behaviour management policy and procedure
- Child protection policy
- Complaints policy
- Confidentiality and Privacy policy

5.2 Other legislation that may apply to the parent conduct

- School Education Act of 1999
- School Education Regulations 2000
- Working with Children Act
- Privacy Act

6 COMMUNICATION & CORRESPONDENCE

6.1 All school staff are entitled to a safe and happy work environment. This is in the best interests of our students as our staff. The priority for Sowilo staff is the welfare and education of all our students. Therefore, staff are not required to respond immediately to emails or phone calls. Staff will respond to parent correspondence in a timely manner unless the matter is deemed urgent.

6.2 Email Correspondence

- School staff respond to emails in working hours throughout the term. Monday – Friday, between 8:30 am – 4:00 pm. Please do not expect instant responses. Acceptable response time for emails in 24 hours. Responses are not expected outside normal working hours or during school holidays.

6.3 Conversations and Meetings

- Staff are available for queries and meetings between 8.30am – 4 pm Monday to Friday within a pre-arranged meeting. Quick queries or conversation are to be between 8:30 am – 9:15 am and 3:30 pm – 4:00 pm.

** Unless specifically requested and arranged by the staff member, communication via SMS or a call to their personal mobile telephone is not appropriate. **

6.4 Messenger and Social Media within the school community

- Sowilo uses Social media such as Facebook to promote events such as social events, update parents on staff training and development and to also display photos of activities, trips, projects and achievements of students.
- Only school administration has the authority to post on social media site on behalf of the school.
- In serious cases, the school will also consider its legal options to deal with any such misuse of social networking and other sites. This includes the issue of cyberbullying

and the use of any social media website by any member of the school community to publicly humiliate another by inappropriate social network communication.

6.5 Communication with other parents

- Parents will respect the privacy of other parents' email addresses and will not send unnecessary emails or 'spam'. Parents shall be respectful at all times if using any form of social media to contact parents
- Parents should not forward other parents' emails without consent
- Parents may provide their email address to the school to receive communication regarding Sowilo.
- Sowilo will not forward any parents email address without consent

7 VISITING SOWILO COMMUNITY HIGH SCHOOL

7.1 Parents will comply with all safety and emergency procedures in place at the School and in the event of an emergency to follow the instructions given by a member of staff.

7.2 When visiting classrooms, parents accept the authority of the teacher (or teachers) and that they attend on the teacher's terms. Teachers value parental involvement and assistance, but they may ask a parent to leave the classroom or class activity for any reason, but not limited to:

- When attending school meeting parents will listen respectfully, in the same manner, required of students and staff,
- Parents when on school grounds will refrain from creating noise or disturbances
- Parents will treat all visitors to our school with courtesy and respect.
- Parental assistance not be required at the time;
- Parental presence in the classroom or at the activity is disturbing or distracting to any student or teacher;
- The parent is not conducting themselves in a manner that abides by this Code of Conduct;
- The parent is not in control of their emotions.

7.3 Parking with respect and consideration for others

- Parents are expected to display respectful, polite behaviour to other drivers, parents, students and staff around the school
- Parents are expected to follow safe driving and parking rules

7.4 Dogs on School Property

- Parents are required to ensure that all dogs brought onto school property are on a lead at all times and under the control of an adult at all times
- The school does have a dog at the school if you have any concerns to speak to the Principal

8 CONSEQUENCE OF A BREACH OF CONDUCT

8.1 Any parent, member of staff or student may notify the Principal of a possible breach of the Parent Code of Conduct. The Principal or delegate will investigate the complaint and if satisfied that a breach has occurred will apply the following sanctions:

- A first and final warning meeting and a subsequent letter will be issued to inform the parent of the outcome of the investigation and that another breach of the Code of Conduct will not be tolerated a ban may be put in place where the parent can appeal the decision to the council.
- Determine whether a breach may be rectified by the parent making a private or public apology, depending on the circumstance, to an individual or group of individuals.
- A direction, in the case of a parent/guardian, that they may only communicate with members of staff through a specified School representative.
- A restraining order being sought against the relevant person through the legal system.
- Where the breach concerns unacceptable behaviour on a visit to the school, issue a trespass warning to the parent, which, if the behaviour continues, may accelerate to a trespass notice requiring the parent to stay away from the school and/or any co-curricular activity unless with the express permission of the Principal.

The School may take such other steps as it may in its reasonable discretion determine appropriate according to the nature of the breach.

Nothing in this Policy precludes any person from exercising their individual legal rights in respect of obtaining restraining and intervention orders, reporting an assault, bringing an action for defamation,

exercising rights under vilification or discrimination or in any other way.

8.2 RIGHT OF APPEAL

The School's Complaints Policy 'right of appeal' will apply to any decision made by the Principal under this Code of Conduct.

8.3 ACCEPTANCE OF THIS CODE OF CONDUCT

Upon enrolment of a student(s) at Sowilo Community High School, all parents are required to read this Policy in full and at such other times as recommended by the school. All current parents are reminded of their responsibilities to remain up to date on all relevant School Policies and are reminded of this at the time of Fee Payment (invoice generation) and regularly in the School Newsletter.

9 APPROVAL AND REVIEW DETAILS

Approval and Review	Details
Approval Authority	[Relevant approval authority, i.e. Council, Principal]
Administrator	[Title of position/s with overall responsibility for compliance, monitoring and review]
Next Review Date	[Policy Portal Administrator updates this information]

Approval and Amendment History	Details
Original Approval Authority and Date	[Relevant approval authority and first approved date DD/MM/YYYY]
Amendment Authority and Date	[Relevant approval authority DD/MM/YYYY]; [Policy Portal Administrator adds the latest amendment information.]
Notes	[If relevant, add notes to alert readers about the document/s this one replaces, e.g. This document consolidates and replaces X Policy, Y Procedure and Z Procedure.]