



Parent Code of Conduct

Parent Code of Conduct May 2017

Introduction

This Code of Conduct provides parents/guardians with standards for the effective development of positive relationships within the College community and assists in promoting and embedding the College's Core Shared Values. Parents/guardians agree to be bound by the Parent Code of Conduct when they sign the Acceptance of an Enrolment Place. Although step-parents, relatives, friends, carers and guests are not a party to that agreement, the Parent Code of Conduct sets out for them the required expected standards of behaviour and communication. Compliance with the Parent Code of Conduct is a shared responsibility between parents/guardians and the College.

Values

Our values guide all interactions (verbal and non-verbal) between students, staff and members of our community. It is expected that the College Core Shared Values of Respect, Integrity, Empathy, Knowledge, Growth and Synergy are upheld.

Rights and Responsibilities

The following rights and responsibilities apply to all members of the College Community:

Every person has the right to:	Every person has the responsibility to:
be treated with respect and dignity	treat others with respect and dignity and refrain from hurtful behaviours
feel part of a caring and inclusive community	uphold the College Core Shared Values so as to create a caring and inclusive College Community
express their opinion in an appropriate manner	respect another person's opinion
participate in the life of the College	accept the participation of others
have their property respected	respect the property of every member of the College community

Communication/interaction with staff, other parents and students

The College aims to foster an environment of inclusivity in which parent participation is encouraged. The College is committed to providing open, respectful and honest communication between staff, parents/guardians and students.

1. Staff

The priority of Penrhos staff is the welfare and education of all students at the College. Staff will respond to emails and phone calls within 2 working days (unless a staff member is on leave, camp or tour). If there is an emergency and a staff member's response is needed quickly, parents/guardians are to phone the Junior School or Secondary School reception for assistance. Responses are not expected outside normal working hours or during school holidays unless it is an emergency. Email is the preferred method of communication.

The time available for parents/guardians to meet with staff is limited and must be scheduled at a time that does not disrupt the classroom. Parents/guardians must be mindful of the teacher's time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.

When communicating with staff, parents/guardians are asked to follow the Communication Protocol and Guidelines set out by the College.

2. Other Parents

Parents/guardians will respect the privacy of other parents' personal details, including home and email addresses and phone numbers. Parents will not forward other parents' contact details without their permission. The College will not give out personal details of parents to other parents or an external body without the express permission of those parents. Parents may choose to give their personal details to Class/Parent Year Representatives in order to be on the parent contact list. Signing up to the Parent Year Representative Contact List is purely an 'opt in' exercise and there is no pressure for any parent to participate, but should parents wish to keep up to date with parent events (such as coffee mornings, social outings, dinner get-togethers and classroom activities) they are encouraged to do so. Any parents/guardians who sign up for this communication will have access to the list and will therefore be able to make contact with other parents who have opted in.

As stated in the College's Social Media Policy, the College expects those who are part of the College community, when using social media, to show courtesy and respect to others, including within the College community. Social media should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for the College. When using social media, the College community is expected to ensure that they respect the rights

and confidentiality of others, and model the College Core Shared Values.

Parents must note that members of the College community must not post photographs of students taken at College events on social media without the express parental consent of all students within the photograph.

3. Students

A parent may not discipline in any manner, physically or verbally, a child who is not their own or speak to other children about their behaviour. This is the role of the teaching staff and College leadership. Parents should raise any behavioural, bullying or peer issues with a member of the teaching staff and it is the teacher's responsibility to deal with these issues. Likewise, if a parent has concerns about a student's wellbeing and/or health, they are to contact the College and a member of staff will follow up with the individual.

College Requirements/Standards

Parents are asked to support Attendance, Medical, Behaviour and Uniform requirements and standards as set out in the College's guidelines, procedures and policies. Parents are asked to communicate with the College in a timely manner to ensure that absences and medical and health updates are noted and recorded.

On Campus

Please note: Penrhos College is a smoke free campus

The College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that parents are only to make contact through the College office.

1. Parents/Guardians and Guests

Parents are to wear their Penrhos College Parent Badge while on campus. On arrival, friends and guests are to sign in at one of the Reception points at the College (unless they are attending a College organised event such as Grandparents Day, etc). They will be provided with a visitor's badge that they are to wear for the duration of their stay. When leaving campus, the friend/guest must sign out and return the badge. The standards of behaviour expected of parents/guardians also apply to their extended family and guests. During the day parents/guardians are not to interrupt or distract a teacher while classroom instructions or learning activities are underway. If a parent/guardian is on campus to collect their daughter, they are to meet her at Junior/Secondary Reception. If a parent/guardian needs to drop off something for their daughter during the course of the day, they are asked to take it to Junior/Secondary Reception for her to collect.

2. College Events

Parents/Guardians are encouraged to attend College Events held throughout the year. Events are calendarised and information provided via the Penrhos Community Newsletter, the College Portal and/or via email.

At an event, parents/guardians are to behave in a respectful and responsible manner to all members of the community

present. Parents are not to disrupt the event in any way and they are to follow the instructions of the staff member or parent representative in charge. If parents wish to take photos or videos at the occasion, they are to be for personal use only and of their child. If other students are in these images or videos, the sharing of these in any way is prohibited without the express permission of the other child's parent/guardian.

3. Drop Off and Pick Up

Your daughter's personal safety is of paramount importance. Drop off and pick up arrangements are to be followed by parents and students. If arrangements change throughout the course of the day, please phone reception and a message will be given to your daughter. When driving on campus parents/guardians are to adhere to the speed limits and parking allocations.

4. Safety and Emergency Procedures / Security

When on campus, compliance with all safety and emergency procedures is expected. In the event of an emergency, parents/guardians and guests to the College are to follow the directions and instructions given by College and/or emergency services staff.

Support Groups

Support groups are sub-committees of the College Council and operate to enhance activities within the College community by providing leadership, support and funding for those activities. All activities undertaken should be done so with the approval of the Principal and in accordance with College Policy and Procedures

Breaches of the Code of Conduct

Members of the school community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity. The consequences for breaching this Parent Code of Conduct will be determined by the Principal in accordance with the Penrhos Complaints Management Policy. Consequences may include, but are not limited to:

- prohibiting a member of the College community from attending any extra-curricular activity
- prohibiting a member of the College community from being on campus
- directing a parent/guardian to communicate with members of staff through a nominated College representative
- refusing to permit a student to continue at the College or withdrawing a student from the College if the partnership between the parent and the College breaks down
- taking other steps that the College, in its reasonable discretion, determines are appropriate according to the nature of the breach in the partnership.