



## PARENT CODE OF CONDUCT

### Statement of Context and Purpose

Huntingtower has one foundational principle on which it operates and from which all our expectations arise. This principle is to “always be kind”.

Huntingtower is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors to the School. All members of the School community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.

Huntingtower’s *Parent Code of Conduct* provides clear guidelines to all parents, guardians, carers of students, volunteers and visitors regarding the conduct expected of them towards students, staff and other parents whilst on the school premises, engaging in school related activities or representing the School. The expectation to always be kind extends beyond the students and includes everyone.

This Code applies to all adults including parents, guardians, stepparents, grandparents, extended family members and caregivers. In this Code, the word “parents” applies to all caregivers listed above.

### School Values

Our students, regardless of their talent, ability or background are challenged to pursue their passions and develop their strengths. Our focus is on the development of the whole person: academic, emotional, social, creative, physical and spiritual, with personal achievements across all areas of endeavour being acknowledged and celebrated.

These values are fostered by our professional, passionate and highly capable staff who have a genuine love of learning and an interest in our students and their personal pursuit of excellence. Our staff abide by a Staff Code of Conduct.

We believe that parents are valuable contributors in our community, and we aim to work in partnership with parents in the care and growth of each student.

## General Expectations

All parents of students enrolled at the School must support and uphold the values, mission and purpose of the School. Parents are encouraged to read and understand the policies of the School (including this *Parent Code of Conduct*) and must act in accordance with the School's policies at all times.

Students and parents must comply with Huntingtower's policies, guidelines and procedures (including any behavioural guidelines and codes of conduct) as published by Huntingtower from time to time (including on its website and the parent portal).

The School has a zero-tolerance policy regarding violence of any kind, including fighting, assault, threats of violence or any form of threatening language, gestures or conduct.

Members of the Huntingtower community will respect diversity in people, their ideas and opinions, their legal and moral rights and treat others fairly, with dignity and respect at all times regardless of race, ancestry, place of origin, ethnic origin, culture, citizenship, religion, gender, sexual orientation, age or disability.

Parents are often unaware of the family, mental health and emotional background of other children and can provoke significant negative consequences through inappropriate intervention. Concerns about other students should always be raised with relevant staff.

School community members should acknowledge good performance and efforts of all participants in any cocurricular activities. The professional judgment of staff, referees and officials must be respected. Inappropriate language, sledging or harassment of coaches, staff or participants will not be tolerated at any time.

Parents must respect the privacy of other students, parents, staff, contractors and volunteers in the School community. Parents must not disclose personal details or confidential information relating to a student or parent to another person without consent. Parents must not take a photo or video recording of another student or parent without their consent.

When attending the School or any school related event, parents must:

- Behave lawfully, and observe the terms of any court orders in place
- Refrain from smoking
- Not be intoxicated by alcohol
- Not be in possession of, under the influence of, or provide others with, illegal drugs
- Dress appropriately according to the occasion
- Behave in a manner that does not endanger the health, safety and wellbeing of themselves or others
- Abide by all health and safety rules and procedures
- Ensure that their actions do not bring the School into disrepute
- Respect the authority of members of staff and observe school rules as required
- Behave with courtesy and consideration of others
- Refrain from all forms of bullying and harassment
- Respect school property and the property of staff, contractors, volunteers and other students

## Communication

Parents are required to schedule an appointment with school staff when they wish to discuss a concern. Under no circumstances are parents to approach students (or the parents of other students) in relation to perceived actions toward their own child.

Written and spoken communication to anyone in the School community should be courteous and respectful.

When communicating, parents must:

- Refrain from engaging in malicious or judgemental gossip (either directly or online) and ensure that anything they say about others is fair and truthful
- Refrain from swearing or using offensive, abusive, insulting or derogatory language, or raised voices
- Avoid engaging in conversations which constitute harassment, discrimination or denigration or which involve innuendo

Where parents do not act in accordance with this *Parent Code of Conduct* in their communications, as staff member may:

- Request that the parent cease their inappropriate communication and refer the matter to the Principal
- Inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion
- Request another staff member be present for the remainder of the meeting
- Lodge a complaint against the offending parent noting a breach of the *Parent Code of Conduct*
- (refer to Breaches of the Code of Conduct)

## Online conduct

Parents must ensure they abide by the law and the School's expectations of parents. When using social media, online forums or other platforms, parents must:

- Not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way
- Be respectful to staff, contractors, volunteers, other parents, and/or students
- Not use it as a means to voice grievances about the School
- Not post a photo or video recording of another student or parent on social media without consent
- Not post photographs of students in Huntingtower uniform representing the School and its students if they have the potential to damage the reputation of the School and/or its staff and students

Any form of cyber bullying or cyber abuse will not be tolerated.

Parents are asked to refrain from using mobile telephones or other devices during face-to-face discussions with staff.

## Breaches of this Code

The consequences of a breach of this Code by a member of the School community will be determined at the discretion of the Principal. The School may:

- Ban any member of the School community from attending any cocurricular event
- Ban any member of the School community from being on School grounds
- Direct that any member of the School community may only communicate with staff through a nominated representative and involve other authorities, where appropriate

The School may determine other reasonable action (e.g., mediation) according to the nature of the breach.

In the case of a breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child(ren) of that parent.

## **Complaints and Grievances**

The School takes seriously any issues that are brought to its attention.

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School.

In raising a complaint or grievance, parents can expect:

- To be listened to respectfully and communicated with courteously
- To have confidentiality respected and maintained
- To receive a timely response to concerns raised

Parents with a complaint or grievance should refer to the School's Grievances Policy.

## **Related Documents**

- Child Safety and Wellbeing Policy
- Grievances Policy
- Business Terms and Conditions
- Enrolment Policy

## **Communication**

This Code of Conduct is available to staff, parents, students and the school community via the School's website. In addition, relevant aspects of this Code will be raised at staff and student meetings and highlighted in Bulletins and newsletters.

## **Evaluation**

The Principal is primarily responsible for monitoring Huntingtower's overall compliance with this Code, which will be reviewed as part of Huntingtower's policy review cycle (and otherwise as and when required).

## **Authorisation**

This Code of Conduct was authorised by the Principal June 2019

Last review August 2022

Date of next review: August 2024