



St Margaret's School  
Berwick Grammar School



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## PARENT CODE OF CONDUCT

### Definitions

- The 'School' is defined as St Margaret's School, Berwick Campus (SMS) and Berwick Grammar School, Officer Campus (BGS).
- 'Staff' refers to all school employees, contractors, agency staff and volunteers including teaching and non-teaching staff.
- 'Parent' is in relation to a child, includes a guardian and those with parental responsibilities for the child (such as guardians, stepparents, grandparents, extended family and care givers) including parental responsibility under the Family Law Act 1975 of the Commonwealth and any person with whom a child normally or regularly resides.

### Rationale

The School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the School.

The purpose of this Parent Code of Conduct is to provide clear guidelines to all parents of the School's expectations with regard to their interaction with the School, its staff, other parents and students whilst on the School premises, engaging in School-related activities or representing the School.

The School has zero tolerance for child abuse.

### Scope

This Parent Code of Conduct applies to all School parents. The application of this Parent Code of Conduct is not limited to the School site and school hours. It extends to all activities and events that are school-related and when visiting or representing the School. The Parent Code of Conduct also requires that a parent or visitor actions do not bring the School into disrepute at any time regardless of whether the action occurs within or outside of School activities.

### Conduct and Bearing of All Parents and Visitors

It is expected that every parent and visitor will:

- uphold the School's core beliefs and values
- support the School in its use of the student discipline and management policies where a student has failed to uphold the values or act in way that contravenes the School's behavioural expectations
- respect school attendance hours by ensuring students are on time to School classes and events and are also collected in a timely manner at the end of School commitments
- 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 operating within the School and other locations at which they may visit whilst representing the School
- ensure that all their actions in person and online do not bring the School into disrepute
- respect the authority of members of staff and observe School rules as required
- strictly adhere to the School's policies and procedures as required



- behave with courtesy and consideration to staff and other parents at School events (including sport and performance) and online;
- where parents are separated or divorced, refrain from involving the School in any parental disputes, the School will not be party to making judgements in claims made against each other;
- where grievances occur, use the appropriate channels to air concerns;

### **Unacceptable Conduct**

Unacceptable conduct includes, but is not limited to:

- touching, handling, pushing or otherwise physically or sexually engaging with students, children or others in a manner which is not appropriate and may endanger the health, safety and wellbeing of that person
- any form of physical or verbal violence including fighting, assault or threats of violence
- any form of cyber bullying or cyber abuse
- setting up a social media group or site in the School's name without the School's permission
- any form of threatening language, gestures or conduct
- language or conduct which is likely to offend, harass, bully or unfairly discriminate against any student, employee, contractor, volunteer or other
- theft, fraud or misuse of School resources and grounds
- the use of inappropriate or profane words or gestures and images
- visiting School, attending social, sporting or other functions whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health
- smoking on the School premises or within the immediate environs of the School
- distributing any contact details with without explicit permission.

### **Engaging and Communicating with Staff**

The School arranges regular meetings between staff and parents to discuss students' progress. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

Guidelines for this engagement are as follows:

- all meetings should take place on the School premises at a mutually convenient time
- parents should never attempt to contact a staff member on their personal phones
- parents and staff should engage respectfully at all times
- parents who have a concern about a staff member can raise the issue with that staff member directly or with an appropriate senior staff member
- communications maybe verbal or written, and includes face to face, telephone and email interaction
- staff have many responsibilities during the school day such as teaching, preparation, coaching, assisting students and attending meetings; parents who contact a staff member, whether by telephone, email or another medium, should not expect an immediate reply; staff try to respond within 24-48 hours but may not always be able to do so; staff will respond as soon as time permits;
- parents should email teachers sparingly; the majority of a teacher's working day is spent teaching or preparing for teaching; dealing with copious emails can significantly detract from a teacher's primary role

### **Breach**

Parents and visitors who breach the Parent Code of Conduct will be contacted by the relevant member of the Senior Executive. Appropriate action, which may include being banned from coming onto School grounds, attending School functions or School-based activities, is at the discretion of the Principal.

Parents who continually breach the Parent Code of Conduct will be referred to the Principal, who has full discretion to take action, which may include exclusion/expulsion of your child.

In accordance with applicable legislation and the School's Child Protection Policy, the Police and/or Department of Human and Health Services will be informed of any unlawful breaches of this Code.

**Related Policies**

Student Code of Conduct, Code of Professional Conduct (staff), Child Safe Policy, Child Protection and Mandatory Reporting Policy

**Responsibility for this Policy**

Senior Executive

**Policy Location**

This Policy is published on Parent Lounge and Website

**Policy Review**

Triennially or as circumstances dictate.

Issued: June 2019

Reviewed:

