



1. STATEMENT OF CONTEXT AND PURPOSE

A school community contains a wide variety of individuals and groups who strive to work together to educate students to become confident, well-educated individuals prepared to contribute as citizens, to work and live with others and to find satisfaction in their chosen life path.

Shared values and an understanding of behaviours enable a community to work and live together and share the fruits of positive collaboration.

2. APPLICATION

The Code of Conduct applies to all parents, as defined in this document.

3. DEFINITIONS

Parent means any parent, guardian, step-parent, grandparent, extended family member or care giver of a student at Fintona Girls' School.

4. SCHOOL VALUES

- 4.1 Fintona Girls' School (**the School**) is a small, non-selective day school for girls, with boys and girls enrolled in the Early Learning Centre. The School aims to cater for individual student needs through a broad based education program. We have the same aims for every student which, whilst aspirational, represents a worthy set of goals that fulfil our school motto, *age quod agis*, do what you do well.
- 4.2 All Parents of students enrolled at the School must support and encourage the values, activities and ethos of the School, and are encouraged to read and understand the policies of the School.
- 4.3 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. We have a zero tolerance policy regarding violence of any kind.
- 4.4 This Parent Code of Conduct outlines the way in which the School requires Parents to conduct themselves when visiting the School campus, participating in School activities and communicating with members of our community (including students, staff and other parents), and includes consequences for breach.

5. ETHICAL CONDUCT AND COMMUNICATION WITH STAFF AND STUDENTS

- 5.1 Parents play a key role in the education of their child/ren and should act in the best interest of students, their families, staff, and the School community. The School celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families.
- 5.2 When attending the School or any School-related event, Parents must:
 - 5.2.1 refrain from engaging in malicious or judgemental gossip (either directly or online) and ensure that anything they say about others is fair and truthful;
 - 5.2.2 refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification;
 - 5.2.3 refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words or insignias;
 - 5.2.4 dress appropriately according to the occasion;
 - 5.2.5 not smoke on school grounds or within four metres of any entrance (Victorian Law);

- 5.2.6 not possess alcohol on school grounds, unless the event has been sanctioned by the School;
- 5.2.7 never possess illicit drugs on school grounds;
- 5.2.8 not attend school events if affected by alcohol or other intoxicants; and
- 5.2.9 show proper care and regard for School property, the property of others and occupational health and safety concerns.

In adhering to the above, there should only be open, honest and respectful conversations and communication.

6. COMMUNICATION AND INTERACTION WITH STAFF, OTHER PARENTS AND STUDENTS

- 6.1 Written and spoken communication to anyone in the School community should be courteous and respectful.
- 6.2 When communicating, Parents must:
 - 6.2.1 interact civilly with staff, students and other parents at all times;
 - 6.2.2 not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on school grounds or at any school-related events;
 - 6.2.3 ensure that relationships with students are strictly in accordance with appropriate roles and that favouritism, special treatments and deliberate exclusion are avoided;
 - 6.2.4 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;
 - 6.2.5 not discipline or raise their voice or get involved in verbal altercations with another parent or child or staff member under any circumstances;
 - 6.2.6 advise the School of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
- 6.3 Parents must respect the privacy of other students, Parents, staff, contractors and volunteers in the School community.
- 6.4 The School expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.
- 6.5 Parents must not:
 - 6.5.1 take a photo or video recording of another student or parent without their consent;
 - 6.5.2 post a photo or video recording of another student or parent on social media without consent;
 - 6.5.3 post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
 - 6.5.4 intimidate, undermine, threaten, bully or harass other students or parents or staff members;
or
 - 6.5.5 disclose the personal details of a student or parent to another person without consent.

7. USE OF SOCIAL MEDIA

- 7.1 Despite the range of positive uses of social media, Parents recognise that there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the School and others.
- 7.2 Parents must ensure they abide by the laws and the School's expectations of Parents.

7.3 When using social media, Parents must:

- 7.3.1 not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way;
- 7.3.2 be respectful to staff, contractors, volunteers, other parents, and/or students;
- 7.3.3 not use it as a means to voice grievances about the School;
- 7.3.4 make reasonable efforts to ensure that their children comply with the School's Information Technology Acceptable Use Policy and Social Media and Networking Policy;
- 7.3.5 not post photographs of students in school uniform representing the School and its students if they have the potential to bring negative connotations towards the School and its staff and students;
- 7.3.6 never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- 7.3.7 make contact with students (other than their own) using any form of social media without the express consent of the student's parents; and
- 7.3.8 never post sexually inappropriate or other material that may damage the reputation of the School.

8. PROCESS FOR MAKING A COMPLAINT

- 8.1 The School takes seriously any issues that are brought to its attention. If parents express their concerns to the School, they can expect to be treated with courtesy and respect in order to try to resolve the matter.
- 8.2 As a general guide, minor issues may be raised with the child's teacher. Cases of more serious inappropriate conduct or misconduct ought to be directed to the relevant Head of School or the Principal.
- 8.3 Each situation will be considered as it arises and based on the issues.
- 8.4 Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School.
- 8.5 In cases where a Parent does not act in accordance with this Parent Code of Conduct in person in or outside of the school grounds, during a phone call, via email or through another media platform with a member of staff, the staff member may take one of the following actions:
 - 8.5.1 Request that the Parent cease their inappropriate communication in order to allow the communication to proceed;
 - 8.5.2 Inform the Parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
 - 8.5.3 Request another staff member be present for the remainder of the meeting, if deemed necessary to proceed with such; and/or
 - 8.5.4 Lodge a complaint against the offending Parent in accordance with the School's Grievance Handling and Investigation Policy.

9. CONSEQUENCES OF A BREACH OF THIS CODE OF CONDUCT

- 9.1 With these guidelines in place it is hoped that parents can appropriately direct their concerns and contribute to a harmonious School community that reflects the School's values.
- 9.2 The consequences for breaches of this Parent Code of Conduct will be determined by the Principal and may include the following:

- 9.2.1 The School may ban a Parent from entry to school grounds or from attending School-related co-curricular activities or other events.
- 9.2.2 The School may direct that a parent may only communicate with members of staff through a nominated School representative.
- 9.2.3 In cases of extreme or prolonged breach of this Parent Code of Conduct by a parent, the School may terminate the enrolment of the child/ren of that Parent, as determined by the Principal.
- 9.2.4 The School, where appropriate, may involve other authorities.
- 9.2.5 The School may take such other steps as it deems appropriate according to the nature of the breach.

10. REFERENCE POINTS / BACKGROUND PAPERS

- Enrolment Agreement;
- Grievance Handling and Investigation Policy;
- Information Technology Acceptable Use Policy;
- Privacy Policy;
- Social Media and Networking Policy