



# ROUSE HILL ANGLICAN COLLEGE

## Parent Code of Conduct

*"Direct your children onto the right path, and  
when they are older, they will not leave it."*  
Proverbs 22:6

### Partnering with Rouse Hill Anglican College

This Code of Conduct sets out the College's expectations for parents, and those with parental responsibilities in regard to their interaction with the College, other parents and students.

Adults are in a position to model positive values and behaviours to the children around them and it is for this reason that we frame the Code of Conduct around the College Core Values.

**R** Respect Responsibility

**H** Honesty Integrity

**A** Attitude Acceptance

**C** Co-operation Care

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## UNDERSTANDING THROUGH CHRIST

For Rouse Hill Anglican College to provide the best education for a child and help equip them with the skills they need for life, the College requires the co-operation and support of all parents.

Upholding this Code by every parent is vital in promoting positive and productive relationships within the College community. It also enables parents to comply with the specific term of their Acceptance of Offer of Enrolment being:

*e) I/we pledge to support the principles, practices and educational priorities of the College in every way*

### College Responsibility

The College is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the College.

The College is responsible for determining the framework for the teaching, learning and wellbeing of students.

It is important that parents recognise and respect these College responsibilities, by adhering to the College's requirements, and supporting these requirements with their children.

### Supporting the College - a Positive Role Model

Parents are expected to support the values of the College and its educational ethos. Parents are expected to work with the College as it educates and provides pastoral support to all students. Parents are also expected to model appropriate behaviours for their children to learn from, in line with this Code.

Parents support the College and are positive role models in the following ways.

1. Comply with the College's policies, procedures and directions, and ensure their children also comply.
2. Respect that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs and model respect for their children.
3. Complete required forms and provide necessary permissions in a timely manner when requested to do so by the College.
4. Encourage their children to actively participate in the life of the College, including in the many sporting and co-curricular activities available, including all compulsory activities.
5. Be responsive to concerns raised by the College about their child, including by being cooperative, providing information and attending meetings when required.
6. Keep the College informed about a child's behavioural or educational needs, including the provision of updated medical information, as it becomes available. Parents need to appreciate that while the College takes into account all new information, the College cannot accommodate every need.
7. Keep the College informed about a child's parenting arrangements, including any court orders that may be in place.
8. Recognise the damage that gossip can do within the College community, and avoid unconstructive commentary with other parents (including criticism, uninformed rumour or speculation), including similar actions on social media.

### Respectful Behaviour

The College expects that parents will behave respectfully at all times towards the College's staff (including employees, contractors and volunteers), students and other parents. This applies not only to words used, but also to the tone used in conversations and associated body language.

"Respect" is intentionally a broad concept. The following is a list of some behaviours that are not respectful.

1. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
2. Actual or threatened aggression or violence.
3. Behaviour that causes a risk to a person's health and wellbeing.
4. Defamatory or disrespectful comments.

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5. Gossip, rumour, and innuendo.
6. Using rude or offensive language, while communicating.
7. Using age-inappropriate language when talking with children or within their hearing.

Parents are to be good role models to children in how they should behave respectfully towards others.

### Staff Interactions

The College conducts regular meetings between staff and parents at which the student's progress can be discussed. 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.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the College office.

Parents should never attempt to contact a staff member at their home.

It is important that parents show respect for staff and not publically criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal or senior member of staff, however, when doing so they should be respectful and observe the rules of conduct set out in this Code.

The College has a duty of care to provide a safe and harassment free workplace for all staff. For this reason any aggressive or abusive behaviour will not be tolerated from anyone.

### Separated Parents

Parents who are separated or divorced must not involve the College in any parental dispute that may arise. The College is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so, nor should the College be asked to take any action which would or is designed to disadvantage one party.

The College will, within the bounds of its responsibilities, observe any orders made by a Court in relation to a child or communications with parents.

### Technology and Social Media

The expectations set out in this Code apply to the way a parent uses technology and behaves online. Parents are required to comply with the following requirements.

1. Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour).
2. Not take photos, videos or other recordings of a student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the College community online without express consent.
3. Not publishing information which may bring the College (or any of its staff, students, parents and other members of the College community) into disrepute. This includes where an image or recording shows a student in College uniform behaving inappropriately.
4. Not communicate with students outside of the College, including by email or on social media without prior consent from that students' parent(s).
5. Not discuss confidential or sensitive College matters online, including in relation to grievances about a particular staff member, parent, student, or other member of the College community.
6. Not use social media to criticise or denigrate others in the College community.
7. Not set up any online website, forum or group which features the College's name or logo in its title, or which may suggest that it is operated or sanctioned by the College.

### College Events

It is important for parents to engage with the College by supporting and attending College events. It is expected that parents will attend the following events.

- Presentation Day.
- Parent information evenings.
- Parent/teacher evenings.
- Staff initiated meetings to discuss pastoral, behavioural or academic issues that arise.
- Co-curricular events that their child is participating in, such as sports events, drama productions and music concerts.
- Community events such as Spring Fair, Parents & Friends hosted fundraisers and Showcase evenings.

These events provide great opportunities for parents to engage with other families and the wider College community.

### Visiting the College and Attending College Activities

Parents must comply with the College's work health and safety procedures when visiting the College.

When visiting the College, parents must immediately proceed to Reception to sign in upon arrival, and may only enter a classroom or other student environment when invited to do so by a staff member. Parent must return to Reception and sign out when leaving. The requirement to sign in and out at Reception, does not apply when visiting the College only to:

- a. attend an activity or event to which members of the College community have been invited;
- b. visit the College Uniform Shop; or
- c. drop off or pick up a child from the College.

When visiting the College, or attending College activities, parents should model appropriate and respectful behaviours. This includes, but not limited to, the following matters.

1. Demonstrate good sporting conduct and fair play at the College's art, drama, sporting and other events. In particular, parents must not abuse, threaten or otherwise seek to intimidate an umpire or referee or be directed against a player, or any College representatives.
2. Acknowledge that the College coaches and group co-ordinators select players, teams and groups based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their child to be picked for a particular team, group or activity.
3. Comply with applicable work health and safety practices and risk-management procedures.
4. Comply with all reasonable directions given by the College's staff.
5. Show appropriate care and regard for the property of the College and of others. Any damage must be promptly reported to the College.
6. Dress appropriately for the occasion and ensure your child dresses in an age appropriate manner.
7. Are not be under the influence of drugs or alcohol.
8. Do not consume alcohol at any event in the presence of students.
9. Do not smoke on the College grounds or at College activities involving children.

### Drop Off and Pick Up

When dropping off and picking up students from the College, parents must ensure the safety and wellbeing of all members of our College community, as well as the wider community, at all times.

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Parents must comply with all traffic rules, any College traffic management system in place and all directions from College staff. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and only parking in designated areas, both appropriately and safely.

### Discipline

Students are expected to comply with College rules and not to engage in behaviour which is in any way harmful to others or is contrary to the ethos and philosophy of the College.

Parents are expected to support the College in relation to its discipline policy and not do anything which undermines its authority.

In the case of minor disciplinary matters, the College will be the arbiter of what took place and what is a fair discipline. The College will not engage in debate about the details of the conduct, nor the appropriateness of the discipline actions.

In relation to more serious disciplinary matters, including suspension or expulsion, the College will inform parents of the matter and will deal with it in accordance with the College's disciplinary policy. While parents will be consulted during the process, the final decision will be the College's.

### Education and Wellbeing Concerns

The College is committed to the education and wellbeing of each student. Parents are able to raise genuine concerns and grievances about their child's education and wellbeing at College and it is expected that this will be done in an appropriate, constructive and respectful forum.

1. Parents should not communicate with another student about an issue concerning their own child. Parents must not attempt to discipline a student who is not their child, and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child.
2. Parents should raise their concerns with their child's teacher in the first instance. More serious concerns or grievances, including where a parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of the College leadership (e.g. Head of Department or Year Advisor).
3. Parents should use the designated means of communication (diary, letters, email, telephone and face to face interviews) as a means of communication with teachers and other College staff. Where parents wish to arrange a face-to-face meeting to discuss their concerns and grievances, an appointment must be made ahead of time with the appropriate staff member.
4. Parents should clearly set out their concerns and grievances, and what they should practically like to see happen.
5. Parents should appreciate that while the College is committed to dealing with their concerns and grievances in a timely manner, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).
6. Parents should respect that the College employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, pastoral and wellbeing decisions every day.
7. Parents should understand that while the College will always take into account the interests of the parent's child, the College must ultimately make decisions that take into account the interests of all students (and others who may be affected by the College's decisions).
8. Parents should recognise that, just as the College will seek to respect each student's privacy, the College will also respect the privacy of other members of the College community. This means there are limits to what information the College will share with a parent when issues arise. This does not mean that the College is not taking an issue or situation seriously, or hiding information from a parent.
9. Parents are required to engage in constructive processes to resolve their concerns or grievances. Parents who choose to publicly air their grievances about the College (and in particular about staff or students) are in breach of this Code.
10. Parents who are not satisfied with the College's response to a concern or grievance, may request an internal review of the College's decision in line with the College's policies. In some circumstances, an external body may be engaged to deal with the matter.

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### Responsibility for Others

Parents are expected to ensure that other individuals involved in their child's life, such as relatives and carers, are made aware of this Code and comply with its requirements.

### Breaches of this Code

The Principal has absolute discretion in deciding how to respond to concerns about a parent's compliance with this Code.

Where the Principal considers that a parent has breached this Code, the Principal may implement one or more of the following actions in any order or combination.

1. Request that the relevant conduct immediately cease.
2. Issue a written warning.
3. Ban a parent (or other relevant person) from the College grounds, either for a particular period of time or permanently.
4. Exclude a parent (or another relevant person) from College activities or events.
5. Require that a parent (or other relevant person) only communicate with a nominated College representative.
6. Terminate the enrolment of the parent's child or children.

College staff and volunteers are required to take the necessary steps to protect their own safety and wellbeing. If at any time they feel that a parent is behaving inappropriately, they are encouraged to indicate this to the parent and ask that it stop. If it does not stop, or if a staff member feels that a parent's actions are posing a risk to their or someone else's safety and wellbeing, they are required to remove themselves from the situation. This may include immediately concluding a meeting or phone call, or demanding that a parent immediately leave the College grounds (or a College activity or event). Actions taken by staff in such situations will be recorded and reported to the Principal.