



CORPUS CHRISTI
COLLEGE

CORPUS CHRISTI COLLEGE: PARENT CODE OF CONDUCT

| Sources of Authority | |
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| CECWA Policy | Community |
| Executive Directive | Code of Conduct |

PURPOSE

The purpose of the Parent Code of Conduct ('Code') is to outline the minimum standards of conduct expected of parents in their interactions with others in the College community, including but not limited to our administrators, teaching staff, support staff and students.

Adherence to Code is essential to achieving the College's vision: 'Outstanding for Others'. It is a mandatory expectation that all members of the College community are to embody the College's value system by demonstrating a commitment to ethical behaviour and professionalism in all their dealings with each other.

In developing this Code, the College recognises that parents ultimately want the best for their children. However, the College also expects parents to recognise that it must ultimately balance the interests of all of the College's stakeholders (including not only students and parents, but also the College's staff and their right to a safe working environment).

SCOPE

Parents and guardians (collectively '**Parents**') with students enrolled in the College are expected to meet the expectations of behaviour contained therein.

The Code operates in addition to any other Catholic Education WA (CEWA) policies and College procedures that apply to parents and may be varied from time to time by the College in its absolute discretion. This Code does not supersede but rather works in tandem with the overarching Corpus Christi College Code of Conduct, which nevertheless applies to all College community members.

1. Being a positive role model and supporting the College

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

Parents can support the College and be positive role models by exhibiting appropriate behaviours, including but not limited to:

- a) Comply with CEWA policies and the College's procedures and directions, and ensure their children do the same.
- b) Respect (and show to their children they respect) that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs.

- c) Encourage their children to actively participate in the life of the College, including in the many sporting and extracurricular activities available (noting that some will be compulsory).
- d) Complete forms and provide permissions in a timely manner when requested to do so by the College.
- e) Be responsive to concerns raised by the College about their own child, including by being cooperative, providing information and attending meetings when required.
- f) Keep the College informed about a child's behavioural or educational needs, including by providing updated medical information as it becomes available. However, Parents need to also appreciate that while the College will take into account any new information, the College cannot accommodate every need.
- g) Keep the College informed about a child's parenting arrangements, including any court orders that may be in place. However, Parents should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged Parents.
- h) Recognise the damage that gossip can do within a school community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other Parents, including on social media.

2. Behaving respectfully towards members of our community

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 tone and body language.

'Respect' is intentionally a broad concept under this Clause; examples are illustrative rather than being a non-exhaustive list.

For example, Parents shall:

- a) Behave respectfully, whether in-person or through any other medium, by avoiding the following behaviours:
 - i. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
 - ii. Actual or threatened aggression or violence.
 - iii. Behaviour that causes a risk to a person's health and wellbeing.
 - iv. Defamatory or disrespectful comments.
 - v. Gossip, rumour, and innuendo.
 - vi. Raising one's voice, or using offensive language, while communicating.
 - vii. Age-inappropriate language when communicating with children.
- b) Show respect by raising issues or seeking clarification via the appropriate channels as per established College practice and procedure (see Clause 7).
- c) Accept that it may take up to two school days to receive a response from College staff. Matters deemed to be urgent by the College will be dealt with immediately.

3. Responsible use of technology and social media

The expectations set out in this Code also apply to the way a Parent uses technology and behaves online. These expectations work in tandem with the College's ICT Acceptable Use Procedures for Staff and Students.

For example, Parents shall:

- a) Respect a staff member's professional and personal boundaries, by only using College-approved communication channels and not other online mediums to raise College matters (or otherwise engage in disrespectful behaviour).
- b) Avoid publishing photos, videos or other recordings of another 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.

- c) Avoid 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.
- d) Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student's Parent(s).
- e) Not discuss confidential or sensitive College matters, including in relation to grievances about a particular staff member or student, online.
- f) Not set up any online website, forum or group which features the College's name in its title, or which may suggest that it is operated or sanctioned by the College.

4. When visiting College grounds, or attending College activities and events

Parents must respect the College's risk-management procedures when visiting the College.

- a) Parents should immediately proceed to College Reception or Student Services upon arrival to sign in and should only enter a classroom or other student environment when invited to do so by a staff member.

This requirement does not apply when visiting the College to:

- i. attend a pre-arranged meeting or appointment with a staff member;
 - ii. attend an activity or event which Parents have been invited to;
 - iii. visit the Uniform Shop; or
 - iv. drop off or collect a child from school.
- b) When visiting the College, or attending College activities and events on-site or off-site, Parents shall model appropriate and respectful behaviours. This includes:
 - i. Demonstrating good sportsmanship and fair play when attending College events and competitions, including but not limited to art, drama and sporting.
 - ii. Complying with applicable occupational health and safety and risk-management procedures.
 - iii. Complying with any reasonable directions given by the College staff.
 - iv. Showing appropriate care and regard for the property of the College and others. Any damage should be promptly reported to the College.
 - v. Dressing appropriately for the occasion.
 - vi. Not being under the influence of drugs or alcohol.
 - vii. Identifying themselves when asked by the College staff or security.

5. Responsibility for the drop off / pick up of students

When dropping off and picking up students from school, Parents are expected to ensure the health and safety of all members of our College community, as well as the wider community, at all times.

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

Parents must follow all reasonable directions from cross-walk attendants.

6. Responsibility for others

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

7. Raising concerns appropriately and productively

The College is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum. The College will respond to those issues or concerns with courtesy and respect, with a focus on resolving the matter in a timely manner.

- a) Parents may raise issues and concerns related to the education of their child or other matters related to the College.
- b) Generally, issues of a minor nature should be raised with the child's classroom or Homeroom teacher.
- c) More serious or complex matters should be raised with the relevant Head of Learning Area, Head of Year, Head of Community (K-6) or Head of Teaching and Learning (K-6), who will escalate to the relevant Deputy Principal as required.
- d) Parents are encouraged to discuss their preferences for their child's educational program; however, all final decisions about subject enrolment, pathways, curriculum and student wellbeing will be made by the Principal.
- e) 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). A receipt to indicate that the communication has been received will be issued.

Parents should also be mindful that in general:

- f) 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.
- g) The College cannot discuss the education of another student who is not their child.
- h) 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 Leader at the College.
- i) Parents should arrange a face-to-face meeting to discuss more complex concerns and grievances, rather than relying on email or other written communications.
- j) 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. Understand that while the College will always take into account the interests of the 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).
- k) 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 is hiding information from a Parent.
- l) If a Parent is not satisfied with the College's response to a concern or grievance, the Parent may wish to submit feedback or a complaint via the College website or to the Principal's Executive Assistant. Complaints will be handled as per the process in the CECWA Dispute and Complaint Resolution Executive Directive.
- m) Should the Parent remain dissatisfied with the resolution of the complaint under the process, the Principal must refer the Parent to their option for review of the Principal's decision by the Executive Director of CEWA.
- n) The College respects a Parent's rights to invoke formal grievance-resolution procedures. However, Parents who refuse to engage in constructive processes that may resolve their grievances, or who choose to publicly air their grievances about the College (and in particular about staff or students) on social media or the news media are not welcome.

8. Breaches of the Code of Conduct by a Parent

The Principal will have absolute discretion for deciding how to best respond to concerns about a Parent's compliance with this Code of Conduct.

If Parent communication or contact is not in accordance with the Code, a staff member may:

- a) request that the Parent refrain from the inappropriate conduct before communication can resume;
- b) advise the Parent that if the inappropriate conduct continues, there will be no further communication;
- c) request that another staff member be present to continue the communication or for any future communication;
- d) conclude a meeting or phone call, or by demand that a Parent immediately leave the College grounds (or a College activity or event); and/or
- e) lodge a complaint against the Parent with the Principal.

Where the Principal considers that a Parent has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

- f) A request that the relevant conduct immediately cease.
- g) A written warning.
- h) A Parent (or another relevant person) being banned from the College grounds, either for a particular period of time or permanently.
- i) A Parent (or another relevant person) being excluded from College activities or events.
- j) A requirement that a Parent (or another relevant person) only communicate with a nominated College representative.
- k) Possible review of the enrolment of a Parent's student(s).
- l) Where alleged behaviour is unlawful, a report to police or authorities.

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| Authorised by: | Jeff Allen, Principal | Commencement date: | June 2021 |
| Effective date: | May 2023 (Version 1.2) | Next Review: | 2024 |