



# PARENT/GUARDIAN CODE OF CONDUCT

<b>Last Review:</b> June 2026	<b>Constructed/Reviewed by:</b> Blackheath & Thornburgh College
<b>Next Review:</b> June 2028	<b>Approval Required:</b> Principal
<b>Sign Off Date:</b> 1 June 2022	

## 1 Purpose

- 1.1 The College has a commitment to the creation of a safe, tolerant and disciplined environment within which young people prepare to be active and reflective citizens with a disposition to life-long learning. This policy recognises that parents and College staff have a complementary role in providing the support required to develop fully rounded and well-adjusted young people.
- 1.2 All College staff and students work in accordance with a Code of Conduct which is reviewed annually. This policy aims to provide a set of general principles and expectations to guide parents in their conduct and interaction with staff, students and other parents and explains what may occur if the Code is breached and how parents can direct their concerns.

## 2 Scope

- 2.1 This Code of Conduct applies to all adults including parents, step-parents, grandparents, extended family, guardians, and caregivers. For the purpose of this document, the term “parent” refers to all as listed above. Parents are encouraged to read and understand the policies of the College and adhere to these policies at all times.
- 2.2 This Code does not attempt to provide a detailed and exhaustive list of what to do in every aspect of a parent’s interactions with the College and the College community. Instead, it sets out general expectations and is intended to be practical and non-adversarial.

## 3 What is expected

- 3.1 Parents are students' most significant role models. Accordingly, the College expects a high standard of personal behaviour from parents when they are on College grounds, attending events or communicating with staff or other students. These expectations and associated behaviours with regard to, communication, collaboration and College culture are set out as follows:



# PARENT/GUARDIAN CODE OF CONDUCT

Elements of engagement	It is expected that parents will	Parents demonstrate this by
Dropping off and picking up day students	<ul style="list-style-type: none"> <li>ensure they are delivering children inside school operating hours or at times agreed for co-curricular activities and events to appropriate locations</li> </ul>	<ul style="list-style-type: none"> <li>only drop students off after 8am</li> <li>pick students up from school by 3.20pm</li> </ul>
Communication	<ul style="list-style-type: none"> <li>act as positive role models</li> <li>be polite to others</li> <li>recognise and respect personal differences</li> <li>use the College's communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>always speaking and behaving respectfully</li> <li>using polite spoken and written language</li> <li>being compassionate when interacting with others</li> <li>respecting staff time by accepting they will respond to appropriate communication within a reasonable timeframe</li> <li>requesting a meeting to discuss any concerns about their child's education</li> </ul>
Show your support	<ul style="list-style-type: none"> <li>display good sportsmanship at College sporting events</li> <li>positively represent the College and act in accordance with the values and ethos</li> </ul>	<ul style="list-style-type: none"> <li>acknowledging good performance and efforts of all participants (including the opposition) in any co-curricular activities</li> <li>respecting the professional judgment of staff, referees and officials</li> <li>dressing appropriately for events</li> <li>refraining from smoking on College grounds or at College events</li> <li>not being in possession of, under the influence of, or providing others with alcohol or illicit drugs when at College events or on College grounds</li> </ul>



# PARENT/GUARDIAN CODE OF CONDUCT

College Culture	<ul style="list-style-type: none"> <li>• contribute to a positive College culture</li> <li>• engage appropriately in social media</li> <li>• respect people's privacy</li> <li>• respect and look after others safety and wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• speaking positively about the College and its staff</li> <li>• not making negative comments or gossiping about other College community members, including students - in person, in writing or on social media</li> <li>• considering the privacy of all College community members at all times, and understanding that the College cannot share confidential information</li> <li>• behaving in a manner that respects and protects the health, safety and wellbeing of yourself and others</li> </ul>
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## 4 What will happen if the Code of Conduct is breached

Type of breach	Person who may take action	Types of action they may take
Dropping off and picking up day students	College staff members Wellbeing leaders Principal	<ul style="list-style-type: none"> <li>• students who are not picked up by 3.20pm will be sent to the front office and parents must personally come in and collect them</li> <li>• if a student is dropped off before 8am or not picked up by 3.20pm a letter will be set to families from the relevant wellbeing leader</li> <li>• if a second incident occurs in the same term, wellbeing leaders may refer this matter to the Principal for management</li> </ul>
Communication	College staff member	<ul style="list-style-type: none"> <li>• request that the parent cease their inappropriate communication to allow the communication to proceed</li> <li>• inform the parent that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting, or discussion</li> <li>• request another staff member be present for the remainder of the meeting</li> <li>• lodge a complaint against the offending parent</li> </ul>



# PARENT/GUARDIAN CODE OF CONDUCT

Any other breach	Principal	<ul style="list-style-type: none"><li>• banning any member of the College community from attending any co-curricular or other events or from being on the College grounds</li><li>• direct that a member of the College community may only communicate with staff through a nominated College representative</li><li>• in the case of extreme, repeated, or prolonged breach of this Code by a parent, the College may terminate the enrolment of the student/s of that parent</li><li>• where appropriate, involve other authorities</li><li>• any other such steps as the College deems appropriate according to the nature of the breach</li></ul>
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## 5 Parent Complaints and Concerns

5.1 The College 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 College. Concerns should be raised via the Complaint Handling Policy and Procedure and the College will follow the procedure therein when handling complaints.

**Date first approved by the Principal:** 1 June 2022

**Commencement date:** 1 June 2022