





# Parent Code of Conduct Policy

**POLICY DATES: JOHN CALVIN SCHOOL PARENT CODE OF CONDUCT POLICY**

<b>Formulated</b>	<b>January 2025</b>		
<b>Implemented</b>	<b>May 2025</b>	<b>Reviewed</b>	
<b>Next Review Due</b>	<b>MARCH 2028</b>		

**POLICY AUTHORISATION**

<b>Principal</b>	<b>Daniel Coote</b>	<b>Signature</b>	
<b>Chairman</b>	<b>Colin Mulder</b>	<b>Signature</b>	

## 1. Related Documents

- John Calvin School Code of Conduct Policy
- John Calvin School Vision, Mission & Values
- John Calvin School Complaints and Grievances Policies

## 2. Scope

This Parent Code of Conduct applies to any person named in the Enrolment Terms and Conditions as the 'Parent', 'Guardian' or 'Carer' of a student enrolled at John Calvin School.

## 3. Definition of Terms

Where referred to in this document:

Free Reformed School Association means an association of Christians who are members of the Free Reformed School Association who through their Board of Directors, are legally responsible for the John Calvin School.

Principal means the person charged with responsibility for the operation of the school or a person acting from time to time in that position.

Parent is a person who is the legal guardian of a child enrolled at John Calvin School.

## 4. Policy

### 4.1 Supportive Engagement

Parents are encouraged to

- actively engage in their child's education by attending parent-teacher meetings and school events.
- Provide academic and emotional support to their child, fostering a love of learning, and cooperating with teachers are integral to a successful educational journey.

### 4.2 When Visiting a School

Parents are required to:

- comply with all safety policies and procedures in place at the School;
- comply with the Child Protection policies of the School;
- hold a current WWVP card and sign in using the appropriate instrument required by the school;
- only enter a classroom or attend a school sanctioned event, such as a camp or excursion, with permission and following instructions from an organising staff member;
- listen respectfully when attending any kind of school assembly, activity, presentation, class event, or public meeting; and
- treat others with courtesy and respect.

Parents must not:

- use verbal or physical violence of any kind at any time;
- use language that could be deemed as offensive or inappropriate;
- disparage the School's Christian teaching or act otherwise in a manner which is disrespectful or contradictory to the School's Christian beliefs;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- bully or harass other people;
- take a photo or video recording of a child if that child is not their own child, unless the parent of the child is present at the time and consents to the photo or video recording being taken; or
- attend the School whilst intoxicated or under the influence of illicit drugs.

#### 4.3 When Communicating with the School

The School conducts regular meetings between staff and parents at which the student's engagement and 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 School office or via email with the staff member concerned.

Parents should avoid contacting staff members at home or outside of school hours unless prior agreement has been made with the staff member that contact out of hours is acceptable. Parents should note, however, that as a rule, staff members are not obligated to respond to contact by parents (emails, phone calls etc.)

Parents are required to:

- treat staff with courtesy and respect at all times;
- ensure that all communication with staff is conducted in a respectful and courteous manner;
- use a professional tone and address concerns with clarity and consideration when sending emails or texts;
- raise all concerns using the correct procedures, channels and personnel;

- use constructive feedback rather than negative;
- respect the privacy of staff; and
- allow reasonable time for responses before following up, recognising that the School may be undertaking investigations or collecting data before responding to your concern or question.

Parents must not:

- approach a member of staff in a confrontational manner or act in a violent, aggressive or threatening manner;
- use verbal or physical violence of any kind at any time;
- raise their voice when speaking to staff;
- speak to staff in a derogatory or offensive manner;
- intimidate, undermine, threaten, bully or harass staff; or
- send a staff member an email or text message that is disrespectful, threatening or aggressive.

#### 4.4 When Communicating with Other Students and Parents

Parents are required to:

- speak to other students and parents with courtesy and respect;
- maintain a tone of respect and understanding, even in a disagreement, when communicating with other parents on social media, email or text in relation to a student or school matter;
- address disagreements or concerns privately and constructively, rather than engaging in public debates on social media platforms;
- contribute to a Christian, positive and friendly culture within the School community;
- support and encourage the values, activities and beliefs of the School; and
- respect the privacy of other students and parents.

Parents must not:

- approach a student or another parent in a confrontational manner or act in a violent, aggressive or threatening manner;
- approach a student to discuss a complaint without the student's parent being present;
- use verbal or physical violence of any kind at any time;
- raise their voice when speaking to other students and parents;
- speak to other students or parents in a derogatory or offensive manner;
- take a photo or video recording of a child who is not their own without obtaining prior consent from that child's parent;
- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without proper authorisation or consent.

#### 4.5 When Using Social Media

Acceptable Social Media and Online Behaviour:

- sharing positive stories and achievements related to the School and your child's education;
- encouraging and supporting fellow parents and students in their endeavours; and
- engaging in open discussions on educational topics and school related events in a courteous manner.

#### Unacceptable Social Media and Online Behaviour:

- using social media to voice grievances about the School;
- harassing other people online;
- revealing confidential information relating to the School, staff members, contractors, volunteers, other parents, and students at the School;
- posting a photo or video recording of a child who is not their own on social media without obtaining prior consent from that child's parent;
- posting on social media defamatory, offensive or disrespectful comments about the School, staff, students, or other parents. This includes not disparaging the School's Christian teaching or acting otherwise in a manner which is disrespectful or contradictory to the School's Christian beliefs;
- sharing rumours or unverified information that could harm the reputation of the School or individuals; or
- engaging in public arguments, personal attacks, or disrespectful language in online discussions.

#### 4.6 When Making a Complaint

Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School, however, these issues and concerns should always be raised with the right person with the correct communication channels being followed in accordance with the School's policies and procedures, including the School's Grievance Policy.

If a parent has a complaint about an issue, this should be directed to the Principal in the first instance or to the teacher responsible for the particular area of activity. If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

When communicating concerns, it needs to be recognised that complex issues may take time to resolve and that staff may need appropriate time to investigate and manage particular issues.

Whilst the School will make reasonable attempts to comply with a court order, the School's priority is the wellbeing of the students and will only comply with court orders to the extent necessary. The School prefers not to become involved in family law proceedings.

#### 4.7 When Dealing with Disciplinary Matters Relating to Students

The School expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the School's Student Code of Conduct Policy or the ethos and philosophy of the School.

Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment. School Management will not engage in debate with parents about the details of the conduct or the appropriateness of the punishment.

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

#### 4.8 Separated Parents

In some instances the School will have students enrolled who have parents that are separated or divorced. Parents should not attempt to involve the School in any parental dispute that may arise. The School 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 it be asked to take any action which would, or is designed, to disadvantage one party. The School will, of course, observe any orders made by a Court in relation to a student or communications with parents.

#### 4.9 Consequences of a Breach

Failure to abide by this Parent Code of Conduct may result in a restorative conversation and in extreme circumstances, in the interest of duty of care, a sanction by the Principal or their delegate of one or more of the following:

- the parent may be directed to leave the school grounds immediately;
- contact may be made with appropriate authorities, such as the Police;
- the parent may be excluded from the school premises or events;
- the parent may be required to provide an apology; and
- the parent may be requested to meet with the Principal to discuss potential termination of enrolment of child/ren at the School as a result of the behaviour.