

# PARENT CODE OF CONDUCT

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## What you need to know

- Mount Annan Christian College values parents as vital stakeholders and the Parent Code of Conduct highlights the importance of the partnership between College staff and community members for the benefit of the students at school and reflects the College's vision and values.
- Adherence to this Code is paramount to promote positive and productive relationships within the College community so that families, staff, and students can all work together in a nurturing and purposeful environment.

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#### Vision Statement

To provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose.

#### Purpose

At Mount Annan Christian College, we have a wonderful body of parents (including carers and extended family) who are involved in all aspects of school life. They provide critical support to the school, its teachers, and students. As such, this Parent Code of Conduct has been created to assist in clarifying expectations for parents, students, and staff so that we can work together to ensure a safe and positive school environment for our children.

This policy seeks to outline the importance of the partnership between College staff and community members for the benefit of the students at school and reflects the College's vision and values. This Code has been developed so that parents and those with parental responsibilities are aware of and meet the College's expectations regarding their interaction with the College, its teachers, other parents, and students. Adherence to this Code is paramount to promote positive and productive relationships within the College community.

The purpose of this policy is to:

- Acknowledge the critical role parents (including carers and extended family) play in supporting the College, our teachers, and students

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- Clarify the College's expectations for interactions between parents and teachers, other parents, and students
- Reinforce a positive and collaborative environment for all stakeholder interactions

## Scope

This policy applies to all parents of enrolled students at Mount Annan Christian College (including carers and extended family members). It is a valuable reference point for staff, students, and families to ensure respectful and courteous interactions are observed at all times, in accordance with the College's expectations.

## Policy implementation

### Role of the College Generally

The College is responsible for establishing and administering the policies, procedures, and rules which govern the day-to-day operations of the College. It is important that parents recognise and respect this, adhere to and have their children adhere to the College's requirements, and support these decisions.

### Interactions Generally

Communications, whether verbal or in writing, with other members of the College community such as teachers, operational staff, other parents or students should:

- show respect, courtesy, and consideration;
- avoid harassment or bullying
- use temperate language (avoiding insults or profanities);
- be productive in working towards a resolution (not confrontational, aggressive, or intimidating)

### Social Media

In accordance with the College's Social Media Policy, Social Media should not be used to criticise or denigrate others in the College community.

Any pages/accounts/groups on social media using the MACC brand (including pages specifically established for communication amongst parents/carers of MACC students) must be approved by MACC and have one of MACC's approved staff as an Administrator of the page/account/group. To request approval of such a group, please email [admin@macc.nsw.edu.au](mailto:admin@macc.nsw.edu.au). The College Executive Team will review the request and notify the individual of the outcome.

Parents and carers need to be mindful that they are being supportive during their interactions on Social Media in the online space. Parents and carers should take their concerns or questions to the relevant College contact so that they can access the help required rather than posting on Social Media which may prove unhelpful.

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### College Car Park

The College car park is a shared space and vital to transporting students and staff to and from the College. Parents are carers need to be courteous and careful when moving in and around the car park. Any signage must be adhered to and families are encouraged to show respect towards others in their endeavours to pick up or drop off their children.

Kiss and Drop has been established to assist the flow of car park traffic and provide positive interactions between senior members of our Executive Leadership team and families who choose to avail themselves of this service. Parents are asked to follow the signage and not park in Kiss and Drop zones during signposted times.

### Student Management and Discipline

The College expects students to comply with its rules and not engage in behaviour that is 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 student management and discipline policies and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the College will be the arbiter of what took place and what is a fair consequence. It will not engage in debate about the details of the conduct for the appropriateness of the consequence.

Whilst matters of student management will be dealt with according to the discipline policy, the College values parent input and the reciprocal nature of the home-school relationship is both nurtured and esteemed at MACC. The nuances of individual circumstances are considered through a relational approach to all student management matters.

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

### Interactions with Staff

The College conducts parent-teacher meetings twice a year where staff and parents can discuss a student's progress. There may also be occasions when a parent or staff member requests a separate 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 by either phoning the College or sending an email to [admin@macc.nsw.edu.au](mailto:admin@macc.nsw.edu.au). It is important for parents to understand that the College cannot guarantee a staff member's availability if they turn up at Reception requesting an urgent meeting.

Parents should never attempt to contact a staff member at their home unless the staff member requests this.

At times, a parent may email a staff member after school hours. While a staff member may respond soon after, the parent should wait until the following day before expecting a response.

Parents can also make an appointment to see the Headmaster about any particular concerns they may have relating to their son or daughter. The expectation is parents have met with the Head of Primary or Head of Secondary in the first instance before escalating their request to the Headmaster. For issues that may arise, parents can refer to the College's Grievance Policy.

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It is important that parents show respect for staff and not publicly 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 directly, in line with the College's Grievance Policy. However, when doing so they should observe the general rules of conduct set out in this Code.

The College has a duty of care to protect all staff and for this reason, any aggressive or abusive behaviour (whether verbal or written) will not be tolerated.

## Interactions with Students

Parents must not approach another student in a negative or abusive manner, inside or outside of the College grounds, when referring to a matter that the College is responsible for addressing.

This includes during attendance at offsite events.

Parents need to be mindful of their interactions with students, especially when the students involved is not their child.

As adults, it is important to be mindful of the conversational content that children are exposed to. It is unacceptable for parents to speak inappropriately around students of the College, this includes comments directed to other adults within earshot of students, either their own children or others.

Furthermore, comments and actions of a suggestive or inappropriate nature towards any students, or towards other adults, is unacceptable at any time. Parents are not to make inappropriate comments or show inappropriate behaviour, in particular, of a sexual nature.

## Sporting Events

Parents are welcome to attend sporting events but should exercise restraint when supporting College teams. In particular, they should not abuse, threaten, or otherwise seek to intimidate an umpire, referee, a player, or any College representative

The Sports coaches at the College pick teams 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 son or daughter to be selected for a particular team.

Where parents wish to provide feedback or ask questions about sport-related items, they may speak to the relevant teacher or the appropriate Head of School. This can be facilitated by sending an email to [admin@macc.nsw.edu.au](mailto:admin@macc.nsw.edu.au) or contacting the College by phone.

## Separated Parents

Where some students have parents who are separated or divorced, parents should not involve the College in any parental disputes that may arise. The College is unable to make judgements 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 action which would or is designed to disadvantage one party. The College will of course observe any orders made by a Court in relation to a student or communications with parents.

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## Failure to Observe this Code

If a parent fails to observe this Code after being warned about a breach, the College may:

- limit access to a teacher or teachers;
- limit access to the College premises, sporting or other College events;
- terminate the enrolment of the student;
- refer the matter to other authorities.

## Related policies and procedures

- Social Media Policy
- Enrolment Policy
- Staff Code of Conduct
- Primary Student Management Policy
- Secondary Student Management Policy
- Sexual Harassment Policy
- Grievance Policy