



PARENT CODE OF CONDUCT

Rationale

Presbyterian Ladies' College (PLC or College) is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the College. All members of the College community have a right to an environment free from harassment and to converse comfortably in a positive and co-operative manner.

Scope

1. This Parent Code of Conduct provides clear guidelines to parents (including step-parents and legal guardians) regarding the conduct expected of them whilst on the College premises, engaging in College related activities or representing the College.
2. While parents are required to abide with the requirements of the Enrolment Policy (in accordance with the College's Terms of Enrolment), all adults within the College community are expected to behave in a manner that upholds the intention and spirit of the Parent Code of Conduct. This includes grandparents, extended family members, caregivers and local support person(s).
3. Breaches of this Parent Code of Conduct by a parent or guardian of a student can lead to a termination of the student's enrolment.

College Values

4. Presbyterian Ladies' College is a leading ELC to Year 12 Christian independent day and boarding school for girls situated in Melbourne, Australia. Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service and these provide an enduring foundation for dynamic learning.
5. The College Mission is to provide strength, breadth, balance and quality and, as such, we are committed to providing a rigorous academic program focused on each student reaching their potential.
6. We have a 'zero tolerance' policy regarding violence of any kind, including fighting, assault, threats of violence or any form of threatening language, gestures or conduct. We have 'no tolerance' for child abuse. In addition to embedding a culture of 'no tolerance' for child abuse, we are committed to acting in the best interests of students and keeping them safe from harm.
7. We believe that parents are valuable contributors in our community and we aim to work in partnership with parents in the care and growth of each student.

General Expectations

8. All parents of students enrolled at the College must:
 - Support and uphold the values, activities and ethos of the College. Parents are encouraged to read and understand the policies of the College (including this Parent Code of Conduct) and must act in accordance with the College's policies at all times.
 - Respect diversity in people and their ideas, opinions and legal and moral rights.
 - Treat others fairly and with dignity and respect at all times regardless of race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.



- Strive to acknowledge good performance and efforts of all participants (including the opposition) in any co-curricular activities. The professional judgment of staff, referees and officials must be respected. Inappropriate language, sledging or harassment of coaches, staff or participants will not be tolerated at any time.
 - Respect the privacy of other students, parents, staff, contractors and volunteers in the College community. Parents must not disclose personal details or confidential information relating to a student or parent to another person without consent. Parents should avoid taking photos or videos of students who are not their own children, or College staff members, in which those students or staff members may be easily identified, unless permission has been obtained directly from the parents of those children or a College staff member.
9. When attending the College or any College related event, parents must:
- behave lawfully and observe the terms of any court orders in place;
 - refrain from smoking or vaping;
 - not be intoxicated by alcohol;
 - not be in possession of, under the influence of, or provide others with, illegal drugs;
 - dress appropriately according to the occasion;
 - behave in a manner that does not endanger the health, safety and wellbeing of themselves or others;
 - abide by all health and safety rules and procedures;
 - ensure that their actions do not bring the College into disrepute;
 - respect the authority of members of staff and observe College policies, procedures and rules as required;
 - behave with courtesy and consideration for others;
 - refrain from all forms of bullying and harassment; and
 - respect College property and the property of staff, contractors, volunteers, other parents and other students.

Communication

10. Parents are required to schedule an appointment with College staff when they wish to discuss a concern. Under no circumstances are parents to approach students (or the parents of other students) in relation to actual or perceived actions toward their own daughter.
11. In any form of communication arising out of or in connection with the College (including in person, by email, telephone or text message, using any form of electronic or online platform or on social media), parents must:
- ensure that their language is respectful and not intimidating or threatening when interacting with any member of the College or wider College community;
 - refrain from making defamatory, malicious or vexatious statements against any member of the College or wider College community;
 - refrain from engaging in malicious or judgemental gossip and ensure that anything said about others is fair and truthful;
 - conduct themselves in a manner that upholds and does not undermine the reputation and image of the College;



- refrain from engaging in conduct or communicating information in any context that could reasonably be considered to discredit, be prejudicial to or have a negative impact on the College;
 - refrain from recording any conversation or presentation unless permission is granted by all parties involved;
 - refrain from swearing or using offensive, abusive, insulting or derogatory language, or raised voices; and
 - avoid engaging in conversations which constitute harassment, discrimination or denigration or which involve innuendo.
12. If any parent does not act in accordance with this Parent Code of Conduct in their communications with a staff member, the staff member may:
- request that the parent(s) cease their inappropriate communication in order to allow the communication to proceed;
 - inform the parent(s) that unless the inappropriate communication ceases, the staff member may put an end to the phone call, meeting or discussion;
 - request another staff member be present for the remainder of the phone call, meeting or discussion; and/or
 - lodge a complaint against the offending parent noting a breach of the Parent Code of Conduct (see Complaints and Grievances section of this policy below).

Technology and online conduct

13. Parents must ensure that they act lawfully and abide by the College's expectations of them.
14. When using any form of electronic or online platform or social media, parents must:
- not voice grievances about the College;
 - not post a photograph or video recording of another student, staff member or parent on social media without consent; and
 - not post a photograph or video recording of students in PLC uniform representing the College and its students if they have the potential to bring negative connotations towards the College and its staff and students.
15. Additionally, parents must make reasonable efforts to ensure that their children comply with the College's Information and Communication Technology policies.
16. Any form of cyber bullying or cyber abuse will not be tolerated.
17. Parents are asked to refrain from using mobile telephones or other devices during face-to-face discussions with staff.

Breaches of the Code of Conduct

18. Any parent, student, staff member, contractor or volunteer may notify the Principal or their representative of an actual or potential breach of this Code of Conduct.
19. The Principal or their representative will endeavour to
- investigate all matters that they have been notified of to determine whether there has been a breach of this Code of Conduct; and
 - resolve all matters that they have been notified of (using processes, such as mediation, to do so if necessary).
20. The consequences of a breach of this policy by a member of the College community will be determined at the discretion of the Principal. The College may:



- ban any member of the College community from attending any co- curricular event;
- ban any member of the College community from being on College grounds;
- direct that any member of the College community may only communicate with staff through a nominated representative; and
- involve authorities, where appropriate.

21. If a parent (or parents) are found to be in breach of this Code of Conduct by the Principal or their Representative, then the Principal or their representative may:

- convene a meeting with the parent(s);
- issue a warning to the parent(s);
- direct that the parent(s) may only communicate with relevant staff through a nominated representative;
- issue a direction to provide an apology;
- ask the parent(s) to refrain from attending College premises, College events or College activities for a period of time; or
- terminate their child's enrolment; and
- in the case of extreme, repeated or prolonged breach of this Code of Conduct, terminate the enrolment of all children from their family.

Complaints and Grievances

22. The College takes seriously any issues that are brought to its attention.
23. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the College.
24. In raising a complaint or grievance, parents can expect to:
- be listened to respectfully and communicated with courteously;
 - have confidentiality respected and maintained; and
 - receive a timely response to concerns raised.
25. Parents with a complaint or grievance should refer to the College's Complaints and Grievances (Parent, Student, Community) Policy.

Related documents

- [Child Safety and Wellbeing Code of Conduct](#)
- [Child Protection, Safety and Wellbeing Policy](#)
- [Complaints and Grievances \(Parent, Student, Community\) Policy](#)
- [Terms of Enrolment](#)
- [Statement of Christian Ethos](#)

Authorisation

For Office Use Only

Approved By:	PLC Council
Date Approved	August 2023
Review Date:	August 2025