



Presbyterian Ladies' College

MELBOURNE

PARENT CODE OF CONDUCT

PLC 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.

A Scope

The Presbyterian Ladies' College *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.

While parents are required to abide with the requirements of this 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).

B College Values

At PLC we provide a stimulating, nurturing and challenging Christian environment where the gospel and teachings are central to the life of the College.

Our girls, regardless of their talent, ability or background are challenged to pursue their passions and develop their strengths. Our focus is on the development of the whole person: academic, emotional, social, creative, physical and spiritual, with personal achievements across all areas of endeavour being acknowledged and celebrated.

These values are fostered by our professional, passionate and highly capable staff who have a genuine love of learning and an interest in our students and their personal pursuit of excellence. Our staff abide by a Staff Code of Conduct.

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.

C General Expectations

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.

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 a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

Parents must respect diversity in people, their ideas and opinions, their legal and moral rights and treat others fairly, with dignity and respect at all times regardless of race, ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.

Parents should 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.

Parents must 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 children who are not their own, or College staff members, in which those children or staff members may be easily identified, unless permission has been obtained directly from the parent/guardian of that child/those children or the staff member.

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
- 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 rules as required
- behave with courtesy and consideration for others
- refrain from all forms of bullying and harassment
- respect College property and the property of staff, contractors, volunteers, other parents and other students.

D Communication

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 perceived actions toward their own daughter.

Written and spoken communication to anyone in the College community should be courteous and respectful.

When communicating, parents must:

- refrain from engaging in malicious or judgemental gossip (either directly or online) and ensure that anything they say about others is fair and truthful
- refrain from swearing or using offensive, abusive, insulting or derogatory language, or raised voices
- avoid engaging in conversations which constitute harassment, discrimination or denigration or which involve innuendo.

Where parents do not act in accordance with this *Parent Code of Conduct* in their communications, a staff member may:

- request that the parent cease their inappropriate communication in order to allow the communication to proceed
- inform the parent 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 meeting
- lodge a complaint against the offending parent noting a breach of the *Parent Code of Conduct* (refer section F).

E Online conduct

Parents must ensure they abide by the law and the College's expectations of parents. When using social media, online forums or other platforms, parents must:

- not discuss or mention the College, its staff or any members of the College community in a negative or defamatory way
- be respectful to staff, contractors, volunteers, other parents, and/or students
- not use these forums as a means to voice grievances about the College
- make reasonable efforts to ensure that their children comply with the College's Information and Communication Technology policies
- not post a photo or video recording of another student, staff member or parent on social media without consent
- not post photographs 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.

Any form of cyber bullying or cyber abuse will not be tolerated.

Parents are asked to refrain from using mobile telephones or other devices during face-to-face discussions with staff.

F Breaches of the Code of Conduct

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
- involve other authorities, where appropriate.

The College may determine other reasonable action (e.g. mediation) according to the nature of the breach.

In the case of extreme, repeated or prolonged breach of this Code of Conduct by a parent, the College may terminate the enrolment of the daughter(s) of that parent.

G Complaints and Grievances

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.

In raising a complaint or grievance, parents can expect:

- to be listened to respectfully and communicated with courtesy
- to have confidentiality respected and maintained
- to receive a timely response to concerns raised.

Parents with a complaint or grievance should refer to the College's [Complaints and Grievances \(Parent, Student, Community\) Policy](#).

Date: 10 September 2020

Approved: PLC Council

Review Date: June 2022

Related policies:

- [PLC Child Safety Policy](#)
- [Complaints and Grievances \(Parent, Student, Community\) Policy](#)
- [Terms of Enrolment](#)
- [PLC's Christian Ethos Statement](#)