

Parent and Guardian Code of Conduct

1.0 INTRODUCTION

Melbourne Girls Grammar (MGGS) is committed to ensuring that all staff, students and members of the School community are treated with dignity, courtesy and respect. Positive relationships are the foundation for the healthy functioning of our community.

2.0 PURPOSE

MGGS is committed to ensuring a respectful learning environment that is safe and supportive for all students, staff and visitors to the School. All members of the School have a right to an environment free from harassment and that encourages open communication which is positive and co-operative.

As a matter of compliance, this policy includes maintaining privacy and appropriate use of school data and information. It will help guide our partnership with parents and/or guardians by setting expectations linked to the School's values to ensure a safe and welcoming environment for that benefits community and learning.

3.0 SCOPE

The Parent and Guardian Code of Conduct outlines the way in which the School requires all parents and/or guardians to conduct themselves when:

- visiting the Melbourne Girls Grammar campuses
- participating in onsite and offsite School activities
- communicating with members of our community (including students, staff and other parents and guardians), and

this policy applies to all adults, including parents, guardians, step parents, grandparents, extended family members, and caregivers.

4.0 SCHOOL POLICIES

Parents/guardians are encouraged to read and understand the policies of the School including the *Parent and Guardian Code of Conduct*. They must act in accordance with the School's values of **integrity, compassion, courage** and **self discipline**, and agree to uphold its policies at all times. See Appendix 1 for outline of School Values.

5.0 DIVERSITY

Members of the MGGS community will 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.

6.0 COMMUNICATION

Written and verbal communication with members of the MGGS community should always be courteous and respectful. When communicating, parents/guardians must:

- refrain from engaging in, or spreading 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

Parents/guardians must also respect the intentions of the School. Should a parent/guardian have any queries, it is expected that these will be raised directly with a senior member of staff at the School. When necessary, appointments with Principal will be scheduled.

7.0 SOCIAL MEDIA

The School recognises that digital and social media platforms provide the vehicle to share experiences, highlight student achievement, and post images with the capacity to share them on a global scale. While well intentioned, this can have consequences for specific individuals featured, if not managed carefully. Hence, School social media accounts have been set up to ensure events are captured, and sporting teams' results profiled while complying with our *Privacy* and *Social Media Policies*.

Parents and/or guardians are not permitted to post images or content that may put at risk the reputation of the School or the privacy of specific individuals. Parents/guardians should refer to our *Social Media Policy* for further details.

8.0 PRIVACY

Parents and guardians must respect the privacy of other students, parents, guardians, staff, contractors and volunteers in the School community. Parents/guardians must not:

- disclose personal details or confidential information relating to a student or parent to another person without consent.

- take a photo or video recording of another parent or a child that is not their own, without their consent
- post a photo or video recording of another parent on social media without consent
- post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent or legal guardian

Parents/guardians should refer to the *Privacy Policy* and *Social Media Policy and School Photography and Publishing Policy* for more information.

9.0 PROPOSITIONS AND SOLICITATIONS

The School is committed to respecting the rights of each member of its community and to fostering an inclusive and connected network. The privacy of individuals and respecting their connection to the School as Old Grammarians and past parents or current parents is of paramount importance.

Contact details for parents are not to be used by parents to:

- Canvas opinion
- Rally support around a specific cause
- Ask for donations, or
- Sell products, merchandise, or services

The only exception is where parent representatives have been asked to act on behalf of the School such as in the dissemination of information via authorised Parent Association representatives. A vetting process is enacted to ensure compliance.

10.0 ATTENDING SCHOOL EVENTS

When visiting the School or when attending MGGS events parents and/or guardians must:

- enter via Reception, unless directed otherwise
- 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 School into disrepute
- respect the authority of members of staff and observe School Rules, as required
- behave with courtesy and consideration for others
- refrain from all forms of bullying and harassment
- behave lawfully, including the observance of 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

- respect school property and the property of staff, contractors, volunteers and other students.

11.0 COMPLAINTS

MGGS takes seriously any issues that are brought to its attention. Parents and/or guardians have the right to raise issues and concerns related to the education of their child, or other matters relating to the School. In raising a complaint or grievance, parents/guardians can expect:

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

Parents/guardians with a complaint or grievance should refer to the *Complaints Resolution Guidelines for Parents and Students*.

12.0 SEPARATED PARENTS

In the instance of separation or divorce, 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.

Court orders that are relevant to a student and the School should be provided to the School in accordance with the *Conditions of Entry*. If necessary, the School will place its obligation to ensure its duty of care towards enrolled students above the needs or wishes of a parent/s.

13.0 BREACHING PARENT CODE OF CONDUCT

The consequence of a breach of this policy by a parent or other member of the community will be at the discretion of the Principal. If a parent and/or guardian fails to observe this Code after being warned about a breach, the School may:

- limit access to, or ban a parent/guardian from, the School premises or sporting/School events
- limit access or ban a parent/guardian from communicating with staff
- involve other authorities, where appropriate

In the case of extreme, repeated or prolonged breach of the Code of Conduct by a parent and/or guardian, MGGS may terminate the enrolment of the daughter/s of that parent.

14.0 RELATED POLICIES

Child Safety Policy

Child Safety Code of Conduct

Child Safety Risk Management Strategy

Child Safety Response and Mandatory Reporting Procedure
Communication Technologies Policy
Complaints Resolution Guidelines for Parents and Students
Conditions of Entry
Privacy Policy
Social Media Policy
School Photography and Publishing Policy
Sporting Codes of Behaviour
Student Code of Conduct and Discipline Guidelines (Morris Hall and Merton Hall)

15.0 IMPLEMENTATION

The Parent and Guardian Code of Conduct is available to staff, parents and guardians on eVI and will be reviewed on a two yearly basis or more often as required.



APPENDIX 1: Guide to School Values

A parent or guardian in our MGGS community exhibits behaviours that include being respectful of others, willing to co-operate with others, and taking responsibility for actions; and in doing so, demonstrating a commitment to the School, its Mission and its Values.

These guiding behaviours contribute to a positive and supportive community. They are:

Compassion

Expressing concern for others.
Responding helpfully to the needs of others.
Supporting, encouraging and congratulating others.

Courage

Being open to new opportunities and new ideas.
Seeking to resolve conflicts objectively.
Challenging questionable behaviour.

Integrity

Behaving and speaking honestly.
Developing trustworthiness.
Maintaining high ethical standards.

Self Discipline

Maintaining respectful and co-operative relationships.
Taking time to reflect and act for the right outcome