



Chairo Christian School

Parent Code of Conduct

1. Introduction

- 1.1 Chairo Christian School (hereinafter referred to as *the school*) aims to provide for families who desire a Christian education for their children.
- 1.2 We invite families who are supportive of our Christ-centred mission, values and vision to enter into a partnership with the school. We believe that such partnerships contribute to the high standard of education that we are able to offer, in accordance to our Christian ethos, doctrine and practices.
- 1.3 This document applies to persons who are named in the *Enrolment Terms and Conditions* as the parent or guardian of a student currently enrolled at the school. Additionally, this document applies to all adult caregivers (hereinafter referred to as *parents*), including parents, guardians, step-parents, grandparents, extended family members and other caregivers.
- 1.4 This document outlines the ways in which the school requires all parents to conduct themselves when visiting Chairo campuses, participating in school-related activities and communicating with members of the community (including students, staff members and other parents).
- 1.5 Chairo's core values include the following:
 - All parents must support and encourage the values, activities and ethos of the school, and are expected to read and understand this document and the policies of the school.
 - We believe that parents are valuable contributors within our school community, and we are committed to working in partnership with parents in the care and growth of each student.
- 1.6 The school expects all parents to support and accept Chairo's *Statement of Faith* as contained in the *Constitution* of Chairo Parent Governed Christian Education Limited.
- 1.7 It is intended that this document will help to guide our partnership with parents, and to promote a safe and welcoming environment for community and learning.
- 1.8 Shared values and an understanding of behaviours enable a community to work and live together, and to share the fruits of positive collaboration.

2. When visiting the school

- 2.1 Parents are required to:
 - comply with all policies and procedures in place at the school;
 - only enter a classroom or attend a school-related activity at the invitation of a staff member;
 - listen respectfully when attending any kind of school assembly, activity, presentation, class event or public meeting;
 - treat others with courtesy and respect; and
 - sign in at reception when entering the school between 8.30 am and 4.00 pm.
- 2.2 Parents must not:
 - use verbal abuse or physical violence of any kind at any time;
 - disrespect the school's Christian teaching or act otherwise in a manner that is negative or contradictory to the school's Christian beliefs;
 - interrupt or disrupt a teacher while classroom instructions or learning activities are taking place;
 - bully or harass anyone;

- take a photo, video recording or audio 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 such photo or recording being taken; or
- attend the school while intoxicated on illicit drugs or alcohol.

3. When communicating with staff members, contractors and volunteers

- 3.1 All staff members, contractors and volunteers of the school are entitled to a safe and enjoyable workplace environment.
- 3.2 In order to most effectively discuss a particular query or concern, parents wishing to speak to a staff member, contractor or volunteer (either in person or on the phone) may be required to make an appointment in advance.
- 3.3 The school will endeavour to comply with any court orders, making the wellbeing of the students involved a priority.
- 3.4 Parents are required to:
- treat and talk about staff members, contractors and volunteers with courtesy and respect;
 - communicate with staff members, contractors and volunteers in a clear, friendly and open manner; and
 - respect the privacy of staff members, contractors and volunteers, including outside the school environment.
- 3.5 Parents must not:
- take a photo, video recording or audio recording of a staff member, contractor or volunteer without prior consent;
 - post a photo, video recording or audio recording of a staff member, contractor or volunteer on social media without prior consent;
 - assault a staff member, contractor or volunteer; or
 - intimidate, undermine, threaten abuse, bully or harass staff members, contractors or volunteers.

4. When communicating with students and other parents

- 4.1 Parents are required to:
- speak to and about students and other parents with courtesy and respect;
 - contribute to a positive and friendly culture within the school community;
 - support and encourage the values, activities and beliefs of the school; and
 - respect the privacy of students and other parents.
- 4.2 Parents must not:
- use verbal or physical violence of any kind at any time;
 - use a threatening tone of body language when speaking to students and other parents;
 - speak to students or other parents in a derogatory or offensive manner;
 - take a photo, video recording or audio recording of a student or other parent without their consent;
 - post a photo, video recording or audio recording of a student or other parent on social media without their consent;
 - post a photo, video recording or audio recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
 - intimidate, undermine, threaten, bully or harass students or other parents; or
 - disclose the personal details of a student or other parent to another person without consent.

5. When using social media

- 5.1 Parents should recognise the potential for damage to be caused, directly or indirectly, to the school and others as a result of their personal use of social media, especially in circumstances when they can be identified as a parent of the school.

5.2 When using social media in relation to the school and/or school-related activities, parents are requested to:

- respect a person’s professional and personal environment, and must not harass other people online;
- not use social media to voice grievances about the school;
- make reasonable efforts to ensure that their children comply with the school’s *Electronic Communication & Information Technology Policy* and *Personal Electronic Devices Policy*;
- be respectful to staff members, contractors, volunteers, students and other parents; and
- never reveal confidential information relating to the school, staff members, contractors, volunteers, students and other parents at the school.

5.3 It is important that parents do not post defamatory, offensive, sexually inappropriate or other material on social media that may damage the reputation of the school. This includes not disparaging the school’s Christian teaching or acting otherwise in a manner that is disrespectful or contradictory to the school’s Christian beliefs.

6. When making a complaint

6.1 Parents have the right to respectfully raise issues and concerns that are related to the education of their child, or regarding other matters that are related to the school.

6.2 Parents should ensure that they raise any issues and concerns with the appropriate person and follow the correct communication channels according to the school’s policies and procedures, including the *Dispute Resolution (Parents) Policy*.

7. Consequences of a breach

7.1 Possible breaches of the *Parent Code of Conduct* can be communicated to a Principal, or to the Executive Principal.

7.2 The Executive Principal (or their delegate) will investigate the report to determine whether or not there has been a breach of the *Parent Code of Conduct*, or of a school policy or procedure.

7.3 If satisfied that a breach has occurred, the Executive Principal (or their representative) may implement disciplinary action such as, but not limited to, a warning, direction to provide an apology, direction to not enter the school grounds for a period of time, or termination of a student’s enrolment.

7.4 At the conclusion of the investigation, the Executive Principal will notify the Board Chair of the details of the breach and the action taken.

8. Related documents

8.1 The following school documents are of direct relevance to the *Parent Code of Conduct*:

- *Child Protection and Safety Policy*
 - *Dispute Resolution (Parents) Policy*
 - *Enrolment Policy*
 - *Partnership at Chairo* brochure
 - *Privacy Policy*
 - *Visitors Policy*
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