

# CLAREMONT COLLEGE 2019



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FOR LIFE

# PARENT CODE OF CONDUCT

CLAREMONT COLLEGE 2019

# BUILDING POSITIVE PARTNERSHIPS AT CLAREMONT COLLEGE

## PARENT CODE OF CONDUCT @ CLAREMONT COLLEGE

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Claremont College appreciates the extraordinary responsibility and privilege we have in educating your child. We also highly value the important role played by parents/carers in their child's formal education. Given the clear benefits of positive parental engagement in student learning, we place great emphasis on working together productively with parents/carers to ensure that a student's learning and broader school experiences are fully supported and optimised.

The Parent Code of Conduct is intended as the foundation on which this partnership can be built in trust, with respect and in mutual understanding of the school's goals and expectations as we interact. Adhering to and supporting this Code will promote positive and productive relationships within our school community.

### FAILURE TO OBSERVE THIS CODE

Failure to observe and uphold this Code may lead the school to:

- Limit the parent/carer access to a teacher or teachers,
- Limit the parent/carer access to school premises or school events, or
- Terminate a student's enrolment.

### HELP US TO UPHOLD OUR DUTY OF CARE TOWARDS YOUR CHILD

In order to do this, parents are requested to be punctual and responsive in providing permissions via the Parent Portal, completing registration forms, updating medical treatment plans, keeping all contact and emergency contact details up to date on the Parent Portal and via other requested avenues of communication.

### HELP US TO KEEP CLAREMONT SAFE

Please be conscious of the safety and wellbeing of others. Parent volunteers must abide by the school's Child Protection and Work Health Safety Policies and participate in induction programs for volunteers in relation to working with children at school, on excursions and at sports activities etc.

### HELP US TO KEEP OUR NEIGHBOURS HAPPY

Claremont College expects parents and other carers to comply with the School's traffic management systems at all times. These guidelines are available at [www.claremont.nsw.edu.au](http://www.claremont.nsw.edu.au)

### DISCIPLINE

Claremont College expects students to comply with its rules and not engage in behaviour that is harmful to others or contrary to the ethos of the school. Parents/carers should ensure their child adheres to a given disciplinary consequence.

In the case of minor disciplinary matters, the school will be the arbiter of what is a fair consequence and will not engage in debate about the appropriateness of the consequence. In serious disciplinary matters that may result in suspension or expulsion, principles of procedural fairness are followed, and the school will therefore inform parents/carers of the matter and invite them to attend a meeting(s).

Please keep in mind that the school can never comment on specific details relating to other students due to the privacy rights of all involved.

The School's Discipline Policy 'School Wide Positive Behaviour Management' is available at [www.claremont.nsw.edu.au](http://www.claremont.nsw.edu.au)

At no time is it appropriate for parents to address a disciplinary matter, interview a child other than their own, whether that be on the school grounds, at school events, on social media, or in any forum. Parents are instead encouraged to speak with the school directly about their concerns. We believe open and honest communication with the school is the most constructive method for any conflict resolution, with other pathways of communication unlikely to be productive in attaining an adequate solution for the child/ren, family and/or school.

## INTERACTION WITH OTHER MEMBERS OF THE CLAREMONT COLLEGE COMMUNITY

We emphasise the importance of parents/carers demonstrating respect for all staff. If a parent wishes to make a complaint about a staff member, they are encouraged to speak to a member of the School Leadership Team in a calm, rational and respectful way. Behaviours such as publicly criticising staff, undermining their authority, or using rude or abusive language are not constructive and do not show respect. In many situations, such behaviours can make it more difficult to resolve concerns. Like the wellbeing of the children, the school also takes its duty of care towards all staff seriously. Disrespectful, aggressive or abusive behaviour will not be tolerated.

Positive communication, whether written or verbal, with other members of the school community (all staff, other parents/carers, or students) should:

- Be respectful, courteous and considered
- Not harass or bully another person
- Not use intemperate language
- Not be confrontational in person or in writing

It is also expected that parent-to-parent contact should always meet the above criteria and take place in a mutually-agreed context.

## COMPLAINTS AND GRIEVANCES

Parents are encouraged to bring matters of complaint to the school in a timely manner. We understand that open and honest communication is essential, as we work towards clarification, understanding, problem solving and the resolution of matters. The school's 'Complaints and Grievances Policy' is available at [www.claremont.nsw.edu.au](http://www.claremont.nsw.edu.au)

## ACADEMIC AND CO-CURRICULAR CULTURE

The school exercises careful and considered judgement when making decisions about student achievement, academic grades and participation in the broader aspects of school life. Class allocation, co-curricular selection and leadership selection all are the result of a comprehensive decision-making process. We thank parents in advance for their support and understanding in these matters.

Parents/carers are welcome to attend school events (e.g. information nights, parenting seminars, musical evenings, drama productions) when invited by the school. Parents are invited to attend Chapel Services and advertised activities and events.

Remember that children participate in sport for their enjoyment and development, not ours.

Sports team selection is based on the coach's assessment based on the most appropriate criteria at the time. Apart from reasonable enquiry, parents are expected to support and abide by these decisions and selections.

Restraint should be exercised by parents when supporting school sporting events and their child's team. In particular, parents/carers are expected to show their support in a positive manner and are requested to refrain from verbal and physical abuse, making threats, seeking to intimidate or question the decision of an umpire/referee, and directing abuse against any player, parent/carer or school representative. At no time, is it acceptable to communicate any form of disrespect to the opposition, other team members, coach or official. Do not 'undermine' the decision of the coach in relation to tactics, player substitution, or the team culture they are trying to create. Please model respect of the position and role of coach and official as your child will learn from you.

## LEAVE DURING TERM TIME

Leave other than for illness or representative sport, during term time, is strongly discouraged. If planning leave, parents/carers must complete either the *Application for Extended Leave* for a holiday outside scheduled School Holiday Times or *Application for Exemption from Attendance at School* form at least two weeks prior to the planned leave.

The educational consequences of any decision to be absent from school will be borne by the student. It must not be assumed that assessment tasks, school events or other decisions (eg concert auditions, student leadership selection) will be re-organised around leave taken during school time.

Parents are encouraged to approach their classroom teacher who will give an overview of the broad content that will be covered by the class. The responsibility of covering this work lies with the student. The teacher cannot provide worksheets or a more comprehensive breakdown of the lessons and tasks. Work that will be missed during the student’s absence will not be issued prior to the leave. Students are encouraged to continue reading while they are away and to keep a journal either written/photographic about their trip/leave.

## USE OF TECHNOLOGY AND SOCIAL MEDIA

Parents/carers should not post photographs or video content of school events on social media where children other than their own are featured. Parents/carers should not photograph and post copies of information received from the school on social media where another student’s details or images are visible. Parents/carers should exercise good judgement when posting comments about the school, its staff or other families on social media.

Parents are encouraged to raise issues of concern or provide other feedback directly to the school and not to use social media to criticise or denigrate the school or other members of our school community.

Students are not to contact parents/carers during the day by mobile phone or email. We ask parents/carers to support this policy by not allowing their child to have a phone hidden in their school bag, for contact during school hours. Children must deposit a phone at reception before attending class for the day. Parents/carers will be contacted by staff should any significant issue with their child arise. In an emergency, students can use the phone in the School Office to contact parents. Contact the school should your child email you directly during school hours.

Parents are asked to support the school by not encouraging their children to hold instagram, facebook twitter and other social media accounts where the legal age of use is 13 years and older. Similarly the use of student you-tube channels is discouraged for safety and well-being reasons.

## SEPARATED OR DIVORCED PARENTS/CARERS

The school will observe any Court orders in relation to a student. The school cannot be involved in or make judgements on any parental disputes. As a general rule, the school communicates with each identified parent/carer on matters concerning their child. Any changes to communication arrangements should be provided to the school in writing and signed by all relevant parents/carers.

### Conditions of Enrolment

At the commencement of their child’s education at Claremont College every parent signs the Conditions of Enrolment form. Point 11 states: “The Principal may terminate the Student’s enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.”

## COMMUNICATION PATHWAYS

Parents are requested not to contact teachers directly using email, personal phone numbers, or other forms of messaging. Teachers may be contacted via [office@claremont.nsw.edu.au](mailto:office@claremont.nsw.edu.au) or by phoning the school.

From time to time you may need to contact the school about your child. Use this table as guide on who to contact.

AREA	ISSUE	STEPS	CONTACT PERSON
General Enquiries	Events, Dates, Times, Uniforms, Administration, Canteen, Questions, etc.	1 <sup>st</sup> Contact	Office

<b>Medical Updates or issues</b>	Health plans, infectious diseases, medication, etc.		Office
<b>Before, After or Vacation Care</b>	Matters relating to before, after or vacation care	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact	Team Kids Deputy Principal
<b>Camps and Excursions</b>	Questions, times, requirements, etc.	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact	Office Class Teachers
<b>Sport</b>	Matters related to trials and training sessions, Gala Days and Carnivals	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact 3 <sup>rd</sup> Contact	Office Sport Teacher – Mr Geering Deputy Principal (Mrs Ford)
<b>Teaching and Learning/ Academic/ Curriculum</b>	My child's academic progress in the classroom/his or her learning behaviours	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact 3 <sup>rd</sup> Contact	Class teacher Deputy Principal (Mrs Ford) Principal
<b>Pastoral Care Bullying</b>	My child's social, emotional, physical, spiritual, academic, discipline, peer relationships and attendance	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact  3 <sup>rd</sup> Contact	Class Teacher School Counsellor (Miss McKersie) and/or Deputy Principal (Mrs Cameron) Principal
<b>Specialist Teachers (Languages, Music, Library, PE)</b>	My child's academic progress in specialist classes	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact	Specialist Teachers Deputy Principal (Mrs Ford)
<b>Music</b>	Matters related to performances, choir, instrumental hire, tutor fees or instrument advice	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact	Office Music Teacher – Mr Sheldon
<b>Extra-Curricular (including individual music lessons)</b>	Matters related to extra curricular activities undertaken by an external provider		Tutor or Provider
<b>Fees and Finance</b>	Payment of fees and financial enquiries	1 <sup>st</sup> Contact  2 <sup>nd</sup> Contact	Anglican Schools Corporation Head Office
<b>Enrolments</b>	All enquiries about school enrolments	1 <sup>st</sup> Contact	Mrs Rochester

<b>Contact Details</b>	Any change of details (address, phone number, email)	1 <sup>st</sup> Contact 2 <sup>nd</sup> Contact	Online Office
<b>Technical Issues</b>	Reports, ICT, etc	1 <sup>st</sup> Contact	IT Manager

## CONSULTATION

At Claremont College we value parent feedback. The school frequently seeks the opinions and perspective of our parent body. Parents are invited to contribute to surveys, discussion groups and attend consultation meetings held by the P&F.

## IN CONCLUSION

A positive, collaborative school-parent relationship is important for the wellbeing and successful education of our students/your children. We look forward to continuing on a path that builds strong, trusting relationships and open and respectful communications across all aspects of our wonderful school community.

Your child's/childrens' continued attendance at Claremont College constitutes your acknowledgement that you have read and agree to be bound by this Code.

The school reserves the right to alter this Code of Conduct at any time at its absolute discretion.



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## **CLAREMONT COLLEGE**

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