



Mary MacKillop College
Kensington

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Mary MacKillop College

Parent Code of Conduct



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Mary MacKillop College is owned and governed by the Sisters of St Joseph of the Sacred Heart. As a Catholic College founded in the tradition of St Mary of the Cross MacKillop, the College is committed to ensuring the delivery of high quality education and care to all students. Mary MacKillop College enjoys a singular privilege in both its location and its connection to the life and legacy of St Mary of the Cross MacKillop.

As a College steeped in the values of St Mary of the Cross MacKillop and the Sisters of St Joseph, Mary MacKillop College strongly believes in and values of the Restorative Practices philosophy.

About this Code of Conduct

They say it takes a village to raise a child. Similarly, Mary MacKillop College cannot provide the best education for a child, or help equip that child with the skills required for a fulfilling adult life, without cooperation and support. To ensure such cooperation and support, this Code of Conduct outlines the College's expectations for all parents and guardians (collectively, **Parents**) with students enrolled at Mary MacKillop College. In developing this Code of Conduct, the College recognises that Parents ultimately want the best for their children. However, the College also expects Parents to recognize that it must ultimately balance the interests of all of the College's stakeholders (including not only students and Parents, but also the College's staff and their right to a safe working environment).

This Code of Conduct operates in addition to any other College policies and procedures which apply to Parents, and may be varied from time to time by the College in its absolute discretion.

Being a positive role model and supporting Mary MacKillop College

Our Strategic Plan underpins elements of this Code of Conduct, specifically Goal 3; Nurture the Wellbeing of our Students & Staff, and Goal 4; Strengthen Family & Community Relationships.

Parents are expected to support the educational ethos and values of the College, model appropriate behaviours for their children to learn from, and work with the College as it educates and provides pastoral support to all students.

Parents can support the College and be positive role models by doing, for example, the following:

- 1 Comply with the College's policies, procedures and directions, and ensure their children do the same.
- 2 Respect (and show to their children they respect) that the College is inclusive and welcomes students from a variety of backgrounds, and with different needs.
- 3 Complete forms and provide permissions in a timely manner when requested to do so by the College.
- 4 Encourage their children to actively participate in the life of the College, including in the many sporting and extracurricular activities available along with special days such as Feast Day (noting that some will be compulsory).
- 5 Be responsive to concerns raised by the College about their own child, including by being cooperative, providing information and attending meetings when required.



- 6 Keep the College informed about a child's behavioural or educational needs, including by providing updated medical information as it becomes available. However, Parents need to also appreciate that while the College will take into account any new information, the College cannot accommodate every need.
- 7 Keep the College informed about a child's parenting arrangements, including any court orders that may be in place. However, Parents should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged Parents.
- 8 Recognise the damage that gossip can do within a College community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other Parents, including on social media.

Behaving respectfully towards members of our community

Mary MacKillop College expects that Parents will behave respectfully at all times towards the College's staff (including employees, contractors and volunteers) Sisters of St Joseph, students and other Parents. This applies not only to words used, but also to tone and body language.

"Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:

- 1 Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
- 2 Actual or threatened aggression or violence.
- 3 Behaviour that causes a risk to a person's health and wellbeing.
- 4 Defamatory or disrespectful comments.
- 5 Gossip, rumour, and innuendo.
- 6 Raising one's voice, or using offensive language, while communicating.
- 7 Age-inappropriate language when communicating with children.

Use of technology and social media

The expectations set out in this Code of Conduct can also apply to the way a Parent uses technology and behaves online. For example, Parents should:

- 1 Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise college matters (or otherwise engage in disrespectful behaviour).
- 2 Not take photos, videos or other recordings of another student without their Parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, Parent, student or other member of the College community online without express consent.
- 3 Avoid publishing information which may bring the College (or any of its staff, students, Parents and other members of the College community) into disrepute. This includes where an image or recording shows a student in college uniform behaving inappropriately.
- 4 Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student's Parent(s).



- 5 Not discuss confidential or sensitive College matters, including in relation to grievances about a particular staff member or student, online.
- 6 Not set up any online website, forum or group which features the College's name in its title, or which may suggest that it is operated or sanctioned by the College.

When visiting College grounds, or attending College activities and events

Parents must respect the College's risk-management procedures when visiting the College. Parents should immediately proceed to the Front Office upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the College only to:

- (a) attend an activity or event to which all members of the College community have been invited; or
- (b) drop off or collect a child from College.

When visiting the College, or attending College activities and events, Parents should model appropriate and respectful behaviours. This includes:

- 1 Demonstrating good sporting conduct and fair play when attending the College's art, drama, sporting events or other such events.
- 2 Complying with applicable occupational health and safety and risk-management procedures.
- 3 Complying with any reasonable directions given by the College's staff.
- 4 Showing appropriate care and regard for the property of the College and others. Any damage should be promptly reported to the College.
- 5 Dressing appropriately for the occasion.
- 6 Not being under the influence of drugs or alcohol.

Drop off / pick up

When dropping off and picking up students from the College, Parents are expected to ensure the health and safety of all members of our College community, as well as the wider community, at all times.

Parents must comply with all traffic rules and any college traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.

Responsibility for others

Parents are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, also comply with this Code of Conduct.

Raising concerns appropriately and productively

The College is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.



The College's grievance-management procedures are set out in the Parent Complaint Policy. This policy sets out how concerns and grievances may be raised with the College; who they should be raised with; and how the College will deal with these in a respectful and timely manner.

Consequences for breaching this Code of Conduct

Under the Terms and Conditions of Enrolment, Parents agree to abide by the Parent Code of Conduct.

With these guidelines in place, it is hoped that Parents can appropriately direct their concerns and contribute to the harmonious College community that reflects the College's values.

The Principal will have absolute discretion for deciding how to best respond to concerns about a Parent's compliance with this Code of Conduct.

Where the Principal considers that a Parent has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

- 1 A request that the relevant conduct immediately cease.
- 2 A written warning.
- 3 A Parent (or another relevant person) being banned from the College grounds, either for a particular period of time or permanently.
- 4 A Parent (or another relevant person) being excluded from College activities or events.
- 5 A requirement that a Parent (or another relevant person) only communicate with a nominated College representative.
- 6 Termination of the enrolment of a Parent's student(s).

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a Parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a Parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by demanding that a Parent immediately leave the College grounds (or a College activity or event).