CAMPBELLTOWN
ANGLICAN SCHOOLS

BROUGHTON
ANGLICAN COLLEGE
Life Through Christ

ST PETER'S
Heart
Life Through Christ

ST PETER'S
ANGLICAN GRAMMAR
Life Through Christ

Parent Code of Conduct

CPo105

Broughton Anglican College
St Peter's Anglican Grammar
St Peter's Heart
Central Services

1. Introduction

Campbelltown Anglican Schools' Council develops and reviews policies necessary for the proper functioning, governing and operation of Campbelltown Anglican Schools to manage risk, provide strategic guidance, monitor strategic progress and operational performance and to satisfy its legal obligations (see s*ection* 47, NSW Education Act and the NESA Registration & Accreditation manual).

2. Policy Statement

This document sets out expectations required of parents/carers and those with parental responsibilities at The Schools.

CAS values the learning partnership between home, school and the wider community in the education of students and so encourages parental involvement in the day-to-day life of the learning community.

3. Biblical Basis

In all dealings with students, parents/carers and are required to support the Christian ethos of the School. Actions of volunteers should always be motivated by a desire for the welfare of the child as simply summed up in 1 Corinthians 13:7, "Love always protects".

4. Expanded Policy

4.1. Parents and Carers

- Parents and carers are responsible for their child's education. They engage CAS to provide a biblically based, well disciplined, caring and sound education for their children.
- As Parents/carers, and by extension, Grandparents and other relatives, communicate with the school on a broad range of matters and participate in school events, there are expectations and requirements associated with these interactions.

4.2. Parent/carer interactions with Staff (Teachers and Central Services)

CAS conducts regular meetings between staff and parents/carers at which the student's progress and other matters can be discussed. There may be other times when a parent or staff member requests a meeting to discuss specific issues that may arise during a student's schooling.

- If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through:
    - the School Office (St Peter's)
    - Student Services Centre (Broughton)
    - Centrals Services Office for enrolment, fees, debts, financial matters and other CAS-wide functions.
- Parents/carers should never attempt to contact a staff member at their home.

- Matthew 18 encourages us, in the first instance, to approach the person with whom we have an issue. Therefore, for most matters related to a child's education and pastoral care, the classroom teacher will be the first port of call. If the matter needs further attention the following lines should be followed.

School functional unit	Staff member	Context
St Peters Anglican Grammar St Peters Heart	• Coordinator of Students • Coordinator of Teaching & Learning • Coordinator of Heart	Class/ grade specific teaching and learning or pastoral care matters in relevant sections.
	Head of Learning/PYP Coordinator	Teaching and learning matters that cannot be handled by Coordinators.
	Head of Learning Enhancement	For specific Learning Enhancement needs beyond the classroom teacher and Coordinators.
	Deputy Principal	Day-to-day operations of the school. Matters that haven't or can't be resolved by other staff as noted above
	Principal	Matters of a more serious nature that haven't or can't be resolved by other senior staff.
Broughton Anglican College	Class teacher and stage coordinators	Class specific teaching and learning or pastoral care matters.
	Heads of Faculty	Teaching and learning matters that cannot be handled by the class teacher
	Deputy of Pastoral Care	Pastoral care matters that cannot be handled by the Class teacher
	Deputy of Curriculum	Matters of curriculum that cannot be handled by the Head of Faculty
	• Deputy Principal of Junior School • Deputy Principal of Senior School	Matters that haven't or can't be resolved by other staff as noted above.
	Principal	Matters of a more serious nature that haven't or can't be resolved by other senior staff.
Central Services	Enrolments, financial, compliance, safety and legal matters	COO/CFO

- Parents/carers will show respect for staff and not publicly criticise them or seek to undermine their authority.

- If a parent has a concern about a member of staff, they can raise it with the staff member concerned, relevant Executive, the Principal or COO/CFO while observing the expectations of conduct set out in this Code.
- CAS has a duty of care to protect all staff and for this reason any aggressive or abusive behaviour will not be tolerated.

4.3. Volunteers

- The term *volunteer* applies to parents/carers grandparents or other family members who assist in a temporary capacity for specific events or classroom help.
- **Volunteers must comply with the *CPo105 Volunteer Code of Conduct*.**

4.4. Discipline of students

CAS expects students to comply with expectations and not engage in behaviour which is harmful to others or is contrary to the ethos and philosophy of the School.

- Parents/carers are expected to support the School in relation to its Student Welfare and Discipline Policy and not undermine its authority.
- In the case of minor disciplinary matters, the School will be the arbiter regarding what took place and what is a fair consequence and will not engage in debate about the appropriateness of the consequence.
- In relation to more serious disciplinary matters which may result in a long suspension or expulsion, the School will inform parents/carers of the matter which will be dealt with in accordance with the School's Welfare and Disciplinary Policy. While parents/carers will be consulted, the final decision will be the School's.

4.5. Complaints and Grievance

CPo200 Complaints and Grievance Policy should be used by staff, parents/carers and others associated with the CAS community. This policy is available on the school website. The following are key ideas for parents/carers.

- In the first instance issues are directed to the teacher associated with those issues.
- Other families should not be approached on those issues.
- Rude or abusive language from parents/carers will not be tolerated.
- All communications, whether verbal or in writing, will:
    - Demonstrate respect, courtesy and consideration.
    - Not contain any harassment or bullying.
    - Not use intemperate or confrontational language.
- Social media should not be used by parents to criticise or denigrate others in the school community or the School.

4.6. Sports activities

- Parents/carers are welcome to attend sporting events but should exercise restraint when supporting school teams. They will not abuse, threaten or otherwise seek to intimidate an umpire or referee or be directed against a player or any School representatives.
- The sports coaches of the School select teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents/carers to complain about the failure of their son or daughter to be picked for a particular team.

4.7. Family disputes

- Where a personal family dispute arises, parents should not attempt to involve the School.
- The School's involvement in family disputes will be limited to compliance with legal requirements.

4.8. Signing In / Signing Out

- When visiting the school during school hours, parents/carers are required to the School Office (St Peter's) or Student Services Centre (Broughton).
- Signing in enables staff to be able to identify who is on site for duty of care to the children and to account for all people in the event of an emergency.

4.9. Failure to Observe this Code

- Where a parent/carer breaches this Code, the School may:
    - Issue a verbal or written warning,
    - limit access to a teacher or teachers,
    - limit access to the School premises,
    - limit access to sporting or other school events or
    - terminate the enrolment of the student/s.

5. Stakeholders

Parents/carers and Staff of CAS.

6. Communication Plan and Visibility

- This policy will given to parents/carers prior to enrolment as part of the conditions of enrolment and then at regular intervals.
- This policy will be available to staff on CAS Central

7. Ownership and approval of policy

This policy is owned and approved by CASC.

8. Evaluation and Review

This policy will be reviewed biannually.

Approving authority	CASC/CEO
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Document Advisor (Name and title)	Peter Lee – Risk, Compliance and Quality Assurance Manager A Middleton – CEO

9. Definitions

General definitions to be found in *CPo111 Definitions Policy*.

10. Related documents

CPo107 Volunteer Code of Conduct.

11. Appendices

Nil