

Policy Name	Code of Conduct - SMS Parents
Related Policies and Legislation	SMS Grievance Policy and Procedure SMS Parent Handbook
Policy Category	Safe & Supportive Environment S3.6.2 Student Welfare
Relevant Audience	All SMS Community
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Person/s Responsible for Review	SMS Administration

Code of Conduct Sydney Montessori School Parents

Preamble

Sydney Montessori School (SMS) aims, with the cooperation and support of parents and guardians, to provide the best education for every child at the School. To ensure such cooperation and support, this Code of Conduct outlines the School's expectations for all parents and guardians (collectively, Parents) with students enrolled at our School.

In developing this Code of Conduct, the School recognises that Parents ultimately want the best for their children. However, the School also expects Parents to recognise that it must ultimately balance the interests of all the School's stakeholders (including not only students and Parents, but also the School's staff and their right to a safe working environment).

This Code of Conduct operates in addition to any other School policies and procedures which apply to Parents and may be varied from time to time by SMS at its discretion.

SMS welcomes community participation and values its input. Parents play a crucial role in the academic, social, emotional and physical development of their children. The pillars of SMS education include;

- **Aims:** To empower students to manage themselves as socially competent global citizens by developing Learner Profiles, Attitudes and Values of our School.
- **Learner Profiles:** Inquirers, Open-Minded, Thinkers, Communicators, Caring, Risk Takers, Principled, Balanced, Knowledgeable, Reflective.
- **Attitudes:** Curiosity, Enthusiasm, Tolerance, Respect, Independence, Cooperation, Empathy, Appreciation, Integrity, Commitment, Determination, Creativity, Confidence.

Implementation:

- We expect all members of the SMS community, including parents and guardians, to demonstrate our values, profiles and attitudes within the School setting.
- All children, staff and parents have the right to feel safe at School. There may be times when you feel that the actions of another child or community member has infringed on your own or your child's rights. Under no circumstances is a Parent to approach another child whilst they are in the care of the School to discuss or chastise because of perceived actions towards their own child. Such an approach may be seen as an assault on the child and may incur legal consequences. If there is a perceived issue or conflict between students, communication should occur via the teacher not directly to another parent.
- Bullying behaviour has no place at SMS and will not be tolerated. This is true for adult-to-adult, adult-to-child and child-to-child interactions.
- Behaving in an aggressive and/or threatening manner towards staff is **not** acceptable. All interactions between members of our community must be in keeping with the School's values.
- Always approach any situation in a spirit of cooperation, understanding and genuine partnership.

Being a positive and supporting role model for our School

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

Parents can support our School and be positive role models by doing the following:

1. Comply with the School's policies, procedures and directions, and ensure their children do the same.
2. Respect (and show to their children they respect) that the School 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 School.
4. Encourage their children to actively participate in the life of the School, including in the many extracurricular activities available (noting that some may be compulsory). It is important for parents/guardians to also engage with the School by supporting and attending events such as;
 - a. Celebration Evenings
 - b. Parent Information and Parent Education evenings
 - c. Parent / Teacher / Student Nights
 - d. Meetings to discuss behavioural or academic issues, as requested by teachers.
 - e. Co-curricular events that their children are participating in such as sport, drama and music concerts.
 - f. Community events such as Parents and Friends activities, which provide great opportunities for parents to engage with other families within the School Community.
5. Be responsive to concerns raised by the School about their own child, including by being cooperative, providing information and attending meetings when required.
6. Keep the School 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 School will take into account any new information, the School may not be able to accommodate every need.
7. Keep the School informed about a child's parenting arrangements, including any court orders that may be in place. However, Parents should not involve the School in parenting disputes, or expect the School to act as the go-between for estranged Parents.
8. Recognise the damage that gossip can do within a School community, and avoid unconstructive commentary (including criticism, uninformed rumours or speculation) with other Parents, including on social media and other chat forums.

Behaving respectfully towards the School community

SMS expects that Parents will behave respectfully at all times towards the School's staff (including employees, contractors and volunteers), 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 and will not be tolerated:

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.
8. Aggressive or intimidating actions, such as violence, threatening gestures, or physical proximity.
9. Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
10. Treating members of the school community differently due to aspects such as their religion, sex or disability.

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 are expected to:

1. Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise School matters (or otherwise engage in disrespectful behaviour).
2. With the exception of public events with groups of students (i.e. a music concert), not take photos, videos or other recordings of another student without their Parent's consent, and not publish identifying information (including personal details, contact information etc) concerning a staff member, Parent, student or other member of the School community online without express consent.
3. Avoid publishing information which may bring the School (or any of its staff, students, Parents and other members of the School community) into disrepute. This includes where an image or recording shows a student behaving inappropriately.
4. Not communicate with other students outside of the School, including by email or on social media, without prior consent from that student's Parent(s).
5. Not discuss confidential or sensitive School 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 School's name in its title, or which may suggest that it is operated or sanctioned by the School that discusses school matters.

Visiting school grounds, or attending school activities and events

Parents must respect the School's risk-management procedures when visiting the School. Parents should proceed to reception 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 School only to:

- a. attend an activity or event to which all members of the School community have been invited; or
- b. drop off or collect a child from School, or
- c. access the Office for a particular purpose (such as dropping off an item of clothing or lunch).

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

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

Compliance with Public Health Orders

The School is committed to protecting the health and safety of our students, staff and the broader community. To assist with this, at all times, all School activities are informed by NSW Government and health guidelines, such as Public Health Orders.

Parents / carers must comply with said guidelines, as directed by the School's Principal or applicable delegate, to the best of their ability and where reasonable to do so.

Consequences for breaching this code of conduct

The Principal or their delegate will have discretion for deciding how to best respond to concerns about a Parent's compliance with this Code of Conduct. Behaviours that breach the Code of Conduct and/or are deemed to impact on the reputation, safety, provision of education or 'good order' of the school may result in student or parent sanction including:

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