

## **Parent/Carer Code of Conduct**

The purpose of this policy is to set out the minimum standard of conduct to be observed by parents/carers and visitors to Fairbridge College. Specifically, this Code of Conduct is designed to provide a set of general principles to:

- guide parents/carers toward developing positive relationships with staff, students and other parents/carers of Fairbridge College.
- communicate the College's expectation as to how parents/carers conduct themselves when on College grounds.
- create a positive, comfortable and non-threatening environment for the students, staff and College community of Fairbridge College.

This Code of Conduct is not intended to comprehensively address every situation but is a general guide only.

## **General Parent/Carer Responsibilities**

### ***Respect and Concern for Others and Their Rights***

Parents/Carers can show respect and concern for others by:

- behaving in a courteous and respectful manner towards other parents/carers, staff and students at all times.
- refraining from the use of derogatory language or violence in any form.
- showing good citizenship at College events.
- being outwardly tolerant and understanding toward others.

### ***Building Positive Relationships***

Parents/Carers can build and maintain positive relationships by:

- interacting courteously with staff, students and other parents/carers at all time.
- NEVER displaying verbal or physical aggression towards another adult or student.

### ***Social, Environmental and Personal Responsibility***

Parents/carers can demonstrate responsibility by

- responding promptly to College communication.
- treating all College property and facilities with care.
- helping to keep the College grounds tidy by picking up rubbish and being careful to avoid littering.
- being familiar with the College rules, and discussing them with your child, and respecting these rules.

- supporting College policies and decision-making process.
- raising issues or matters of concern through the Principal or Head of School.
- volunteering to help with College fundraising activities.

### **Following College Procedures**

The following are a list of College procedures that all parents/carers must following:

1. Should your child be required to leave the College for any personal reason, you must advise College administration staff before your child can leave the College grounds. Failure to do this, will otherwise be treated as a student absconding.
2. Parents/Carers who wish to discuss matters with a staff member are required to make an appointment through College administration staff.
3. Parents/Carers are required to update medical records, so the College has a clear picture of your child's health in the event of the need for urgent referral to Doctor/Hospital.
4. Parents/Carers are required to update contact details, in case of an emergency.
5. Alcohol, drugs, and personal pets are not permitted on the College premises at any time.
6. Under no circumstances should you supply students with cigarettes, alcohol or drugs.

### **Visiting the College**

Anyone who is not a regular staff member or student of the College will be considered a visitor. All visitors to the College must report to the office upon arrival at the College. They will be required to sign the visitor's register and will be issued a visitor's badge, which must be worn at all times while in the College or on College grounds. The visitor must return the badge to the office and sign out before leaving the College.