

POLICY AND PROCEDURES

PARENT CODE OF CONDUCT

Date Approved:	4/12/2020
Date Effective:	1/01/2021
Scheduled Review Date:	11/11/2022
Policy Category:	Wellbeing & Child Safety
Policy Owner:	Principal

1. Context

SEDA College WA (‘the College’) is committed to the engagement, education and empowerment of all students. We believe that every young person has the capacity to engage in learning, to achieve their life ambitions and make a significant and positive contribution to their community, all within a safe, supportive and inclusive learning environment. We promote diversity and tolerance at the College, and people from all walks of life and cultural backgrounds are welcome.

At SEDA College WA, we all make a commitment to the following values and expectations.

2. SEDA College Values

Growth – We embrace feedback and look for continuous improvement;

Resilience – We bounce back when things don’t go to plan;

Empathy – We respect others and understand their feelings and perspective;

Accountability – We take responsibility for ourselves and follow through on our commitments; and

Teamwork – We work together willingly. We share challenges and success.

3. SEDA College Expectations

Parents are required to adhere to this Parent Code of Conduct, observe SEDA College’s Child Safety and Mandatory Reporting Policy, and adhere to the expectations for appropriate behaviour towards and in the company of children.

SEDA College WA

Parents and visitors to the College will:

- Conduct themselves in a respectful and courteous manner and in compliance with the law;
- Use courteous and acceptable written and spoken language in all communications. No profane, insulting, harassing, aggressive or otherwise offensive language will be used;
- Act in the best interests and welfare of all students, their families and staff members. They will not engage in malicious or judgmental gossip, and will ensure that anything they say about others is fair and truthful; and
- Value our diverse community and respect the rights, religious beliefs and practices of individuals and their families. Respect points of view that are different from our own and must refrain from actions and behaviour that constitutes harassment, discrimination or vilification.

When visiting the SEDA College office or venues, parents and visitors will:

- Respect and comply with reasonable requests and directions from the principal and other members of staff;
- Support staff in maintaining a safe, secure and respectful learning environment for all students, including:
 - To ensure any face to face communication is at an appropriate time, in an appropriate environment and in a respectful manner.
 - Raise any behavioural, bullying or peer group issues with a member of the teaching staff and handover the responsibility to deal with these issues to that teacher
 - Maintain absolute confidentiality of any information they obtain at school (information obtained at school can be discussed with classroom teachers or the principal)
 - Refrain from either speaking to or disciplining a child who is not theirs. In all instances behaviour of students that is of concern to a parent must be raised with either classroom teachers or the Program Coordinator
- Work in partnership with the College to enhance the learning outcomes, wellbeing and conduct of their child, including:
 - Raise any concerns about their child's learning, conduct or wellbeing privately with the class teacher, Student Connect Coordinator or Program Coordinator– preferably by appointment, which can be made via mobile phone contact or email.
- Respect that the priority of College staff is the welfare and education of all children in the school. Therefore:
 - Acknowledge SEDA College teachers are accessible weekdays, between the hours of 8am – 4.30pm. Staff will not be responding to parental communication outside of these hours.

SEDA College WA

Suite 5 East | Part Level 1
353 Cambridge Street
Wembley | Perth WA | 6014

w seda.wa.edu.au
e info@seda.wa.edu.au
p 9486 6230

- Refrain from interrupting or distracting a teacher while classroom activities or learning activities are underway.
- Be aware that the time available for staff to meet with parents is limited and must be scheduled at a time that does not disrupt the classroom. Parents should be mindful of the teacher’s time, communicate the reason for the meeting and allow the teacher time to prepare, unless there is a genuine emergency that needs to be discussed.
- Appreciate that College staff are unlikely to respond to emails or telephone calls immediately. The College accepts that responses within 2 working days is acceptable and responses will not be made outside of working hours (8am-4.30pm on weekdays) or during school holidays, with the exception of an emergency.

Other SEDA College policies that may be relevant to parent conduct include:

- Child Safety and Mandatory Reporting Policy
- Concerns, Complaints & Grievances Policy – Students
- Privacy Policy
- OSH Policy

4. Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes