Parent Code of Conduct

Dear Parents and Guardians,

The start of the school year is a good time to reflect on what it is to be part of the Sacred Heart Community and how we can ensure all members of the community feel valued and respected.

The very foundation of our Sacred Heart ethos speaks to the 'acceptance of humanity'; that all of us, having 'signed up' to become part of the Sacred Heart tradition, are called upon to treat others with dignity and respect, whatever the personal and professional beliefs we share.

Our Founder, St Madeleine Sophie Barat once said, "your example, even more than your words, will be an eloquent lesson to the world." As such, this Parent Code of Conduct sets an authentic Sacred Heart tone as we work together in partnership to educate your child.

As a school community we will always strive to:

1. Demonstrate Positive Relationships

We take pride in embedding within our school a culture of respect for each member of our community in all our dealings (written and/or verbal).

Our Sacred Heart tradition places a value on gratitude, and we endeavour to do the same for each member of our community.

To honour our Sacred Heart ethos, we are mindful of our tone and interactions to ensure we model our Sacred Heart values.

Parents should model positive relationships, by always treating members of staff with respect, not denigrating staff, coaches, referees or other parents or children.

2. Adhere to communication etiquette

Use our wisdom by not sending an email when we are distressed or angry. Rather, "sit on the email" and send it the following morning after reflection and discernment.

For ease of resolving matters for parents and guardians, we have attached a guide of who to communicate with so you can determine whom best to go to address an issue of concern.

The most immediate person on this list is usually the right person to contact in the first instance. A more formal complaints policy is on our website and complaints are registered. For any child protection matters you should immediately contact the Principal, Head of Senior School or Head of Junior School.

Staff will usually respond to emails within 2 working days of receiving them between 8am-5pm Monday - Friday. It is not acceptable to keep emailing or calling the school asking to speak to a member of staff or bombarding staff with requests. Please keep email succinct.

3. Meeting Requests

We believe in a strong and positive partnership with our parents and guardians and therefore welcome the opportunity to meet with you or speak on the phone to work through areas of concern.

Where possible, meeting requests should be emailed to the staff member, and an appropriate time will be arranged.

To ensure the best outcome of meetings and as teaching staff are fully booked most days, 'drop ins' are discouraged. For a teacher to meet with a parent who arrives unannounced, they are removed from his/her class to attend the meeting. This is not respectful of the students in their care nor is it helpful for the parent as the teacher may not have all the information needed to resolve the matter.

We seek to respect your time by preparing for meetings with any parent or guardian and please do the same in return, respecting our time.

4. Work together to ensure safety at drop off and pick up

It is paramount that all members of the community abide by the directions and guidance provided by the staff on duty and the signage at all areas during pick up and drop off.

We welcome your feedback on ways we can improve our safety plans.

5. Adhere to our Social Media guidelines

The guidelines have been formulated to ensure the safety of each child, family, and staff member.

Community members should not use the title 'Kincoppal-Rose Bay' in any group chat or social media pages. It may lead a reader to believe the page is set up by the School.

Photographs of children should not be taken or posted without the consent of the child or their parents.

Photographs or film of students in School uniform should not be posted online if it can reflect negatively on the School or any students or staff. For any queries please contact comms@krb.nsw.edu.au.

No social media or messaging apps should be used to denigrate the School or the staff, another student or their

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www.krb.nsw.edu.au

family or any other purpose that does not reflect, respect or model our Sacred Heart values. We ask you to carefully consider anything you post that is identified with KRB and seek to resolve problems if they arise, through the appropriate channels. Posting negative comments in the heat of the moment on a private or group social media page that damages the reputation of the School, its staff or students is unacceptable and will be considered a breach of this Code of Conduct.

Email addresses and contact details are used by the P&F Association to inform parents and guardians of parent community events and events involving children in each year group. They should not be shared without consent, as outlined in the P&F guidelines.

WhatsApp groups can be useful. However, they are not avenues to vent about an issue, to encourage all in the group to look for your child's lost water bottle or to 'attack' or encourage others to attack, a decision made by the School. Consider before posting.

6. Celebrate a Sacred Heart Community

From time-to-time issues will arise between students and you may wish to alert the classroom teacher or Year Co-ordinator to this matter. Please do not approach the parents of children involved or the child themselves.

St Madeleine Sophie Barat sought to build communities by building one relationship at a time. Please be inclusive of and show respect to all members of the community. No-one should feel isolated or unwelcome within our community.

The School will never discuss any child with another parent unless it is to a parent about their own child/children.

7. Embrace the Co-curricular program and what it offers our students

All representative teams are determined subject to the criteria for selection. The criteria is available for parents to view if requested. Queries re selection should be discussed with the staff member responsible, not with other parents. Be mindful that teams are selected based on the most appropriate selection at a particular time.

In line with the policies of organisations whose competitions we participate in, we ask that parents and other spectators are respectful of participants, coaches, officials, and other spectators. Concerns about co-curricular should be addressed to the staff member responsible.

Encourage your child to show respect to all members of the team and coach, by ensuring they are at training and attend all matches, arriving on time.

8. Be fair to all members of a family

Where some students have parents that are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. Staff are not able to make judgements on the merits of claims made by one parent against another and should not be asked to do so, nor should KRB be asked to take any action which would or is designed to disadvantage one party. KRB will observe any orders made by a Court regarding a student or communications with parents.

Failure to observe this Code

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the School premises or sporting or other School events; or
- terminate the enrolment of the student.

Your voice and feedback is important to us and we look forward to the school year ahead with its many opportunities for all members of our community.

Yours sincerely,

Erica Thomas
Principal

This code appears in all new enrolment packs and must be signed by the parent before their child begins schooling at KRB. This Code may be updated at any time.

I/We have read the Parent Code of Conduct and agree to abide by these guidelines as part of the KRB Community.

Name (Please print)

Signature

Date

Name (Please print)

Signature

Date