

## PARENT CODE OF CONDUCT

<b>Date Approved:</b>	10/05/2021
<b>Date Effective:</b>	10/05/2021
<b>Scheduled Review Date:</b>	10/05/2022
<b>Code (Policy) Category:</b>	Educational
<b>Code (Policy) Owner:</b>	Principal

SEDA College (Victoria) (“SEDA 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 in SEDA College, and people from all walks of life and cultural backgrounds are welcome.

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

### **SEDA COLLEGE VALUES**

**Growth** – We embrace feedback and look for continuous improvement;

**Resilience** – We bounce back when things do not go to plan;

**Empathy** – We respect others and try to 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.

This Parent Code of Conduct applies to all SEDA College parents/carers and visitors to the College. For the purposes of this Parent Code of Conduct, the term “parent” or “visitor” of SEDA College includes anyone visiting the College who is not a current student, employee, contractor or volunteer. (Refer to the Student Code of Conduct and Staff Code of Conduct).

### **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.**

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 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

#### **SEDA College Victoria**

425 Riversdale Road  
HAWTHORN EAST | Melbourne | VIC | 3123  
PO Box 1237 | CAMBERWELL | VIC | 3124  
ABN: 39 612 321 865

w [seda.vic.edu.au](http://seda.vic.edu.au)  
e [info@scv.vic.edu.au](mailto:info@scv.vic.edu.au)  
p 1300 11 7332

- 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 SEDA College 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:
  - 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 Regional Manager
- 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 Regional Manager– preferably by appointment;
- Respect that the priority of College staff is the welfare and education of all children in the school. Therefore:
  - 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 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
- OH&S Policy

### Code (Policy) History

Version	Code (Policy) Owner	Approval Date	Effective Date	Summary of Changes
V1	Principal	30/07/19	30/07/19	New Parent Code of Conduct approved by circular resolution (post 25/07/19 College Board meeting)
V2	Principal	16/01/20	16/01/20	New College values inserted, to be consistent with new Strategic Plan 2020-2024.
V3	Principal	9/12/20	9/12/20	No changes made.
V4	Principal	10/05/21	10/05/21	Transfer to new letterhead, added tables at start and end for version control purposes. Minor text and formatting changes.