



Hymba Yumba Independent School

Parent Code of Conduct Policy- Fact Sheet

Parents play an important role in their jarjum educational journey

Shared values and an understanding of behaviours enable a school community to work, live and learn together through positive collaboration. The Parent Code of Conduct (PCC) has been developed so that parents and those with parental responsibilities are aware of and meet HYIS's expectations with regards to their interactions with HYIS, its staff, other jarjum and other parents.

This policy applies to all adults including parents, guardians, stepparents, grandparents, extended family members, carers, caregivers and the broader school community.

In developing the PCC, HYIS recognises that all parents ultimately want the best for their jarjum. In turn, HYIS expects all parents to recognise the school must balance the interests of all of HYIS's stakeholders, including not only jarjum and parents but also HYIS's staff and their right to a safe working environment.

All parents of jarjum enrolled at HYIS are expected to support and encourage the values of HYIS and its RESPECTS principles. Parents are encouraged to read and understand the PCC. A full copy of the PCC can be obtained from HYIS's office.

Parents as positive role models

HYIS believes that parents are valuable contributors in our school community and we aim to work in partnership with parents in the care and growth of their jarjum. Parents are expected to support the values of HYIS by modelling appropriate behaviours for their jarjum to learn from, and work with HYIS as we educate and support their jarjum.

Parents can support HYIS by following the expectations of the PCC and being positive role models by:

- Complying with all HYIS policies, procedures and directions and ensuring that their jarjum does the same
- Showing respect in their interactions about, at and with the school
- Completing forms and providing permissions in a timely manner
- Encouraging their jarjum to actively participate in the HYIS school community
- Being responsive to concerns raised by HYIS about their jarjum
- Keeping HYIS informed about their jarjum behavioural or educational needs
- Notifying HYIS of any changes that may impact their jarjum education
- Recognise the damage gossip can do within a school community
- Avoid unconstructive commentary, including criticism, uninformed rumours or speculation with other parents verbally or via social media about HYIS
- Approach the school constructively for clarification if communication or expectations are unclear or unreasonable.

The PCC outlines the way in which HYS requires parents to conduct themselves when visiting the school grounds, participating in school activities and interacting (verbal and non-verbal/in-person and online) with members of the school community. HYIS has a zero tolerance policy regarding violence of any kind.

Respectful Behaviours

HYIS is a place for learning and we expect parents to behave respectfully at all times towards HYIS staff, visitors, jarjum and other parents. This applies not only to words used, but also to tone of voice and body language. HYIS has a duty of care to protect its school community and for this reason, any aggressive or abusive behaviour will not be tolerated. Parents are expected to act with respect and not:

- bully, intimidate, discriminate, sexually harass, victimise or abuse jarjum or staff
- threaten, act aggressively or violently
- behave in a way that causes risk to another persons health, safety and wellbeing
- gossip, start or spread rumours or innuendos
- make defamatory or disrespectful comments about HYIS, staff, jarjum or other parents
- raise their voice or use offensive language when communicating with the school
- deliberately ignore HYIS staff requests, instructions, directions or contact

Interactions with staff

There is no excuse for school abuse.

HYIS encourages parents to regular meet with staff about their jarjum needs. If parents wish to meet to discuss a particular issue, they should:

- make an appointment for a mutually beneficial time
- never contact a staff member afterhours or on their personal mobile phone, social media or email accounts
- speak to staff privately to raise concerns
- treat all staff professionally, fairly, honestly, with respect and dignity

Parents should follow HYIS's Complaints policy and procedure if they wish to raise concerns with the Chief Executive Officer or a member of the Executive team.

Positive online behaviours

HYIS celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of jarjum and their families. In today's tech-age, HYIS understand that parents may communicate with the school online because it is quick and easy. Parents must:

- respect a staff members professional and personal boundaries by not using their personal online presence to raise school matters or engage in disrespectful behaviour on HYIS social media accounts
- not take photos, videos or other recordings of another jarjum, staff member or school business or services without permission
- not publish personal details and information of other jarjum, other parents or staff
- make comments or publishing and sharing information which may harm HYIS staff, other jarjum and other parents.
- not communicate with other jarjum outside of HYIS without prior consent from that jarjum parents
- not disclose confidential or sensitive school matters online including grievances and complaints
- not set up any online website, forum or group which features HYIS's name in its title or which may suggest it is operated or sanctioned by HYIS

Visiting HYIS grounds

Parents visiting HYIS must sign in at the office, enter classrooms only when invited by the classroom teacher, and avoid lingering on school grounds to prevent disruptions.

while on HYIS grounds, respectful behaviour is expected, including following WH&S procedures, staff directions, and school rules. Bullying, discrimination, offensive language, smoking, or being under the influence of drugs or alcohol are strictly prohibited.

Raising Concerns

HYIS is committed to the education, safety and wellbeing of each jarjum. Therefore, parents can raise genuine concerns they may have in an appropriate, constructive and respectful way.

Parents with concerns should consult HYIS's Complaints policy and procedures, which states that:

- Parents should not communicate with another jarjum or their parent about an issue concerning their own jarjum with relation to school matters
- Parents must not attempt to discipline another jarjum on school grounds or at school activities
- Parents should raise their concerns with their jarjum teacher first
- If the concern is more serious or the parent is dissatisfied with the teachers response, they may raise it with the Heads of School or Chief Executive Officer
- Parents should arrange in-person meetings to discuss concerns, rather than relying on email or written exchanges because this communication method lacks the nuances of tone and body language which can lead to misunderstandings
- Parents should understand that it is not always practical for staff to deal with their concerns instantaneously or immediately
- Parents should respect that HYIS employs experienced educators and other professionals who are well-trained.
- Parents should understand that the school must make decisions for the good order of the whole of the school and/or the greater good of the school community
- HYIS is committed to receiving feedback to improve its practice and services. However, parents must be constructive in raising their concerns and not choose to publicly air grievances about HYIS

HYIS school community members are encouraged to protect their own health, safety, and wellbeing. If a parent acts inappropriately, they should ask them to stop. If the behavior continues or poses an imminent risk, they should leave the area and ensure others' safety.

Consequences

The Chief Executive Officer, in collaboration with the Executive team, has the absolute discretion for deciding how best to respond to concerns about a parent's behaviour and compliance with the PCC policy.

Where an investigation has substantiated concerns and the Chief Executive Officer has determined that a parent has breached the PCC, one or more of the following consequences may be applied:

- a request seeking the relevant conduct ceases immediately
- a written warning
- a parent being banned from HYIS grounds, either for a particular period of time or permanently
- a parent being banned from HYIS activities or events
- a requirement that a parent, or another relevant person, only communicate with a nominated school representative
- cancellation of the enrolment of that parents jarjum
- reporting the matter to regulatory bodies as required by law

A 'right to appeal' applies to some consequences administered by the Chief Executive Officer for breaches of the PCC. For more information about appeals, please refer to HYIS's Complaints policy and procedures

Supporting your jarjum

Parents play a key role in the education of their jarjum and should always act in the best interest of all jarjum, their families, staff and the school community. Parents can support their jarjum by:

- modeling respectful behaviour when supporting school sports teams or attending school performances
- supporting jarjum to understand that HYIS selects jarjum for sports and performances based on staffs' professional view of the most appropriate selection at that time
- adhere to all traffic conditions when dropping off or picking up their jarjum, including following staff directions, limiting the use of car horns unless indicating imminent danger and parking in unauthorised areas
- ensuring that jarjum attend school regularly
- ensuring that jarjum are ready to learn everyday from 8.45am
- notifying the school if their jarjum is away
- not dropping off their jarjum before 8am
- picking up their jarjum from school by 4pm
- signing their jarjum in/out in-person during school hours
- paying school fees on time or contacting the school to discuss payment plan options
- notifying the school of any changes to the jarjum medication, home life, behaviour or educational needs
- working with HYIS staff to address their jarjum behaviour or educational concerns
- reminding their jarjum of HYIS's expected behaviours on its bus service
- notifying the school if their jarjum will be on leave for a period of time
- completing HYIS forms and permissions by the due date
- responding to HYIS contact including letters, phone calls and emails
- helping their jarjum understand the expectations of HYIS's Jarjum Code of Conduct policy
- ensuring their jarjum leave their personal electronic devices at home
- ensuring that their jarjum wears the correct school uniform and enclosed shoes everyday
- working with HYIS when decisions are made about consequences for the behaviour of their jarjum

Other expectations

HYIS remains neutral in parental disputes and will not take sides or disadvantage either parent, adhering strictly to court orders regarding jarjum and communication. Both parents will receive equal access to information and correspondence about their jarjum unless court orders state otherwise.

If a jarjum turns 18 or becomes independent, parents must notify HYIS, but action will only be taken upon receiving evidence, such as Centrelink documentation or proof of age. Once confirmed, the parent is removed from the jarjum account, is no longer liable for expenses, and cannot access records without the jarjum approval.

HYIS must maintain the confidentiality and privacy of jarjum and parents by securely managing personal information and sharing it only with authorized individuals or as required by law. Parents are expected to respect privacy by handling any information about jarjum, staff, or other families confidentially and refraining from sharing it without proper authorization.

Zero Tolerance Breaches of PCC

HYIS has a zero tolerance policy on the following parent behaviours:

- physical misconduct
- threatening behaviour
- derogatory or defamatory comments made about HYIS services or staff
- abusive or offensive language directed towards staff