CRICOS 01488G	**Parent Code of Conduct**

St Andrew's Grammar is committed to maintaining a safe physical and emotional education environment for its students, staff and parents. The school expects all members of the school community to share this commitment. This policy sets out guidelines that promote positive relationships within the school community, which support appropriate behaviour to ensure that all interactions are respectful and considerate.

Record of policy development (from 2026)		
Version	**Date approved**	**Date for review**
2026/1	November 2026	2028

Responsibilities and delegations	
This policy applies to	Parents, legal guardians, stepparents, relatives, extended family, carers, people who exercise parental responsibility for students and any others while involved in activities or communication related to the school.
Specific responsibilities	Principal Heads of School
Policy approval	Principal

Policy context – this policy relates to:	
Standards	NGSR Standards
Legislation	Privacy Act 1988 Privacy Regulations 2013 Australian Privacy Principles 2014 Privacy Amendment (Notifiable Data Breaches) Act 2017 School Education Act (WA) 1999 School Education Regulations (WA) 2000 Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022
Contractual obligations	
School policies	Privacy Policy Enrolment Policy Complaints and Disputes Policy Volunteer and Visitors Policy
Forms, record keeping, other documents	

1. Overview

1.1 St. Andrew's Grammar community is comprised of a wide variety of individuals and groups with one common goal – we all work together to ensure our students aspire to excellence; this will be achieved through working together to provide a high standard of education in an innovative and supportive way.

1.2 Parents agree to adhere to the Parent Code of Conduct when enrolling their child and will be held accountable for conduct that does not align to the Code.

2. Policy

2.1 At St. Andrew's Grammar, we ensure we keep the lines of communication open between our community including our parents, staff and students. We value the contribution and feedback of our parents and legal guardians, and we strongly believe in the benefits of a positive collaboration between all members of our tight-knit school community.

2.2 Ensuring that our parents share our school values and understand our Parent Code of Conduct is the first step to facilitating a positive relationship between the school and our parent community, which benefits the growth of each of our students.

2.3 St. Andrew's Grammar is an independent, multi-cultural school with Hellenic and Orthodox Christian values. The St. Andrew's Grammar difference is that we measure success by individual achievement, and we encourage all our students to ensure they are doing the very best they can in all endeavours they undertake, and that they are the best person they can possibly be.

2.4 With a school community composed of students from many multi-cultural backgrounds, we formulate global citizens, and we place a huge importance on embracing and understanding the diversity within modern Australia. The community does not tolerate discrimination of any kind.

2.5 Our school endeavours to inspire our students to 'Strive for Excellence' as per our school motto. To achieve this, all parents, guardians, parent liaisons, family members and friends of students enrolled at our school must support and encourage the values, activities and ethos of St. Andrew's Grammar.

2.6 **Expected behaviour**: this Code is not limited to school hours but extends to all facets of school life including activities and events. In all interactions, parents are expected to uphold and act within the following guidelines:

2.6.1 Behave honestly, with integrity and in a way that upholds the values and reputation of the school.
2.6.2 Conduct all communication in a courteous and acceptable manner.
2.6.3 Raise all concerns through the correct procedures and personnel.
2.6.4 Maintain a safe environment for all students, free from verbal, physical and psychological harm.
2.6.5 Ensure that the relationships they have with students are strictly within accordance to appropriate roles and that favouritism (special treatment, deliberate exclusion) are avoided.
2.6.6 Advise St. Andrew's Grammar of any areas of potential conflict, such as parenting and family court orders, in accordance with relevant laws.
2.6.7 Do not disclose any personal details of a student/parent to another person without their consent.
2.6.8 Comply with school policies and procedures.
2.6.9 Ensure students are collected promptly at the end of the school day and school events.
2.6.10 Act in a cooperative, responsive and helpful manner including when giving feedback.
2.6.11 Refrain from public criticism of school activities, events, students and staff.
2.6.12 Refrain from behaviours that could be inferred as harassment or discrimination, including the inappropriate use of social media.

2.6.13 Refrain from engaging in judgmental/malicious gossip directly or online.
2.6.14 Refer any concerns about actions towards their own child during any school sanctioned activity to a staff member rather than approaching and reprimanding another student.
2.6.15 Treat others fairly and recognise and respect diversity in all interactions.
2.6.16 Resolve conflict in a respectful and restorative manner.
2.6.17 Respect the privacy of others.
2.6.18 Respect and protect the property of the school and others.
2.6.19 Refrain from being under the influence of alcohol, illicit drugs or other substances whilst on school grounds or attending a school activity.
2.6.20 Disclose to the school any potential conflict of interest arising from their involvement with the school and its community.
2.6.21 Report any unsafe behaviours or events to the school.

2.7 **Use of social media**: the expectations set out in this Code of Conduct also apply to the way a parent uses technology and behaves online. Many people may hold the mistaken belief that anything published online will be without legal consequence. However, parents should be aware that legal liabilities may arise, particularly concerning issues about reputational damage and defamation. To abide by the law and school expectations, parents should:

2.7.1 Respect a staff member's professional and personal boundaries by not using their personal online presence to raise school matters (or otherwise engage in disrespectful behaviour).

2.7.2 Not take photos, videos, or other recordings of another student without their parent's consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, parent, student or other member of the school community online without express consent.

2.7.3 Comply with the ban of the wearing, use and storage of smart glasses on the school site.

2.7.4 Avoid publishing information which may bring the school (or any of its staff, students, parents and other members of the school community) into disrepute. This includes where an image or recording shows a student in school uniform behaving inappropriately.

2.7.5 Not communicate with other students outside of the school, including by email or on social media, without prior consent from that student's parent(s).

2.7.6 Not discuss confidential or sensitive school matters, including any matter relating to grievances about a particular staff member, students or other parents in person or online.

2.7.7 Not set up any online website, forum or group which features the School name in its title, or which may suggest that it is operated or sanctioned by the school.

2.8 **Co-curricular activities**: parents are expected to comply with the following principles when attending co-curricular activities:

2.8.1 Understand that students are involved in co-curricular activities principally for their enjoyment.
2.8.2 Encourage students to always abide by the rules and demonstrate good sportsmanship.
2.8.3 Refrain from directing negative comments to a student for making a mistake or for losing.
2.8.4 Applaud good performance by all participants in an activity.
2.8.5 Recognise the value and importance of coaches, managers and officials.
2.8.6 Always uphold the referee's or official's judgement.
2.8.7 Only approach a referee or official to express appreciation.
2.8.8 Ensure students are collected promptly after events.

3. Procedures (as at 02/11/2026)

3.1 Concerns and complaints

The following are appropriate pathways for a timely and efficient way of dealing with concerns:

Issue	Communication pathways
Concerns about your child's wellbeing and/or the behaviour of other students	Primary: Contact your child's classroom teacher. Secondary: Contact your child's Head of House
Concerns about your child's academic progress	Primary: Contact your child's classroom teacher. Secondary: Contact the teacher of the subject
Concerns regarding the actions of a teacher	Primary: Contact the Head of Primary Secondary: Contact the teacher concerned or Head of Learning Area.
Concerns regarding the actions of a parent	Primary: Contact the Head of Primary Secondary: Contact the Head of Secondary

3.2 What parents can expect from the school:

- Regular communication about academic achievement
- Scheduled opportunities to meet with the classroom teacher
- Opportunities to meet with the teacher by appointment
- Notification of issues concerning your child
- Opportunities to provide feedback
- Parent communications acknowledged within one working day and responded to within three working days where an agreeable solution is available

3.3 What parents cannot expect from the College:

- Parent meetings without an appointment
- School staff returning calls outside work hours
- Emails to be answered outside work hours or when staff are on leave
- Access to staff private phone numbers or email addresses

3.4 When is a face-to-face meeting appropriate?

Electronic communication is highly convenient and can be used for short, non-urgent and positive forms of communication. However, it is not appropriate for more complex situations. In these cases, parents should request a face-to-face meeting so that your issues can be given the time and attention that they deserve.

3.5 Appeals, complaints and grievances

Parents who feel they wish to appeal a decision regarding a breach of the Parent Code of Conduct should refer to the Complaints and Disputes Policy which is available on the school website.

3.6 Reporting behaviour

Any parents, members of staff or students may report any case of unacceptable behaviour, or behaviour in breach of this Code of Conduct to a Head of School. Reporting can be verbal, written or by electronic means. All reports will be confidential. Reporters and reportees are expected to maintain confidentiality at all times.

3.7 Breaches of this Code of Conduct

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by requiring that a parent leave the school grounds or event as outlined in the Volunteer and Visitors Policy.

In serious cases the consequences for breaches of this Code of Conduct will be determined by the Principal and may include any of the following:

- Insisting the relevant conduct immediately cease
- Providing a first and final warning that a breach has occurred and that further breaches will not be tolerated
- Excluding a parent from entry to school grounds, activities or events
- Having another staff member present for meetings
- Informing the parent that they may only communicate with members of staff through a nominated school representative
- Terminating the enrolment of the child of that parent in cases of extreme or prolonged breach
- Involving other authorities where appropriate,
- Taking other such steps as it deems appropriate according to the nature of the breach

In cases of extreme or ongoing breach of this Parent Code of Conduct by a parent, the school may terminate the enrolment of the children of that parent, as determined by the Principal. The school, where appropriate, may involve other authorities and/or take such steps, as it deems appropriate according to the specific nature of the breach.

4. Responsibilities

4.1 Principal and/or Heads of School

4.1.1 Receive, investigate and act on Code of Conduct breaches