



**MINARAH**  
RABBI ZIDNI ILMA

# Parent Code of Conduct Policy

February 2024

# Purpose

---

This Policy outlines the procedures involved for parents to interact with the school. It explores the processes involved in conducting interactions with Minarah College.

<b>Date of last review:</b>	February 2024	<b>Author:</b>	Principal/s
<b>Date of next review:</b>	February 2025	<b>Owner:</b>	Principal/s
<b>Type of policy:</b>	State-wide (DoE) Tailored by school	<b>Approval:</b>	School Board
<b>Key contract email:</b>	<a href="mailto:principal@minarah.nsw.edu.au">principal@minarah.nsw.edu.au</a>	<b>Key Contact Name:</b>	Principal/s
		<b>Key Contact Phone:</b>	02 8783 9188

## Positioning within Minarah College operational model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input type="checkbox"/> Monitoring, Reporting, and Data	
<input type="checkbox"/> Governance and Accountabilities	
<input checked="" type="checkbox"/> Teaching and Learning	
<input checked="" type="checkbox"/> Culture, Ethos, and Wellbeing	
<input type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input type="checkbox"/> Finance, IT & Estates	
<input checked="" type="checkbox"/> Our People	

# Contents

---

- Purpose .....2
- Positioning within Minarah College operational model .....2
- Contents .....3
- 1.0 Parental Code of Conduct .....4
- 2.0 Role of the school generally .....4
- 3.0 Discipline .....4
- 4.0 Interaction with staff .....4
- 5.0 Complaints .....5
- 6.0 Interactions generally .....5
- Use of social media .....6
- Sport .....7
- Separated parents .....8
- Procedures .....8
- 7.0 Failure to observe this code .....8
- Document Control .....10

## **1.0 Parental Code of Conduct**

This Code has been developed so that parents and those with parental responsibilities are aware of and meet the school's expectations with regard to their interaction with the school, its teachers, other parents and students. Adherence to this Code is important to promote positive and productive relationships within the school community.

## **2.0 Role of the school generally**

The school is responsible for establishing and administering the policies, procedures and rules which govern the day-to-day operations of the school. It is important that parents recognise and respect this, adhere and have their children adhere to the school's requirements, and support these decisions.

## **3.0 Discipline**

The School expects students to comply with its rules and not engage in behaviour which is harmful to themselves, others or is contrary to the ethos and philosophy of the School. Parents are expected to support the School in relation to its discipline policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the school will be the arbiter of what took place and what is a fair punishment, it will not engage in debate about the details of the conduct for the appropriateness of the punishment.

In relation to more disciplinary matters which may result in suspension or expulsion the school will inform parents of the matter and will deal with it in accordance with the school's disciplinary policy. While parents will be consulted, the final decision will be the school's.

## **4.0 Interaction with staff**

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office. Parents should never attempt to contact a staff member at their home, unless the staff member requests this.

Parents also can make an appointment to see the Principal/s about any particular concerns they may have relating to their son or daughter provided they have seen the teacher, Associate Deputy Principals and Deputy Principal.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned as per the procedures set out in this policy. However, when doing so they should observe the general rules of conduct set out in this Code.

The school has a duty of care to protect all staff and for this reason any aggressive or abusive behaviour will not be tolerated.

## **5.0 Complaints**

If a parent has a complaint about an issue, this should be directed to the Deputy Principal or to the teacher responsible for the particular area of activity. Parents cannot ask the school to make appointments to see the school board members. If a parent wishes to make a complaint, they should not use rude or abusive

## **6.0 Interactions generally**

Communications whether verbal or in writing with other members of the school community whether teachers, administration staff, other parents or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

Parents are reminded that aggressive behavior will not be tolerated. This includes but is not limited to;

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or

disability.

- Inappropriate and time-wasting communication.

Parents must respect the privacy of other students, Parents, staff, contractors and volunteers in the school community.

The school expects parents to behave lawfully on school grounds and observe the terms of any order, obligation or undertaking they may be subject to.

Parents must not:

- take a photo or video recording of another student or parent without their consent;
- post a photo or video recording of another student or parent on social media without consent;
- post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand;
- intimidate, undermine, threaten, bully or harass other students or parents; or
- disclose the personal details of a student or parent to another person without consent

### **Use of social media**

Social media should not be used to criticise or denigrate school executives, management, teachers, staff, parents and students in the school community. Despite the range of positive uses of social media, parents must recognise that there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the school and others.

Parents must ensure they abide by the laws and the school's expectations of Parents. When using social media, Parents must:

- not discuss or mention the school, its staff or any members of the school community in a negative or defamatory way;
- be respectful to staff, contractors, volunteers, other parents, and/or students;
- not use it as a means to voice grievances about the school;
- make reasonable efforts to ensure that their children comply with the school's Social Media Policy;
- not post photographs of students in school uniform representing the school and its students if they have the potential to bring negative connotations towards the school and its staff and students;

- never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- not make contact with students (other than their own) using any form of social media without the express consent of the student's parents;
- never post sexually inappropriate or other material that may damage the reputation of the school.

## **Sport**

Parents may be invited to attend sporting events but should exercise restraint when supporting school teams. In particular, this should not abuse, threaten or otherwise seek to intimidate an umpire or referee or be directed against a player, or any School representatives.

The Sports coaches at the school, pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their child to be picked for a particular team.

## **Separated parents**

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. The school is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so, nor should it be asked to take any action which would or is designed to disadvantage one party. The school will of course, observe any orders made by a Court in relation to a student or communications with parents.

## **Procedures**

Parents who wish to raise a grievance to the school are encouraged to do so and are assured that the confidentiality of their claim will be maintained. Parents must follow the chains of command in attempting to resolve any grievances. Parents must;

- Make initial contact with their child's teacher where they wish to raise an issue of concern;
- If a parent is unsatisfied with the outcome of the matter, parents are to contact the Associate Deputy Principals of the school (Primary) or the Year Advisors (Secondary);
- Should a parent wish to escalate a matter further, the Deputy Principal is their next point of contact;
- If unsatisfied with the outcome of a matter, the last point of contact is the Principal/s of Minarah College;
- Parents are encouraged to approach all correspondence with staff in a courteous and polite manner. Emails, phone calls and meetings should be carried out in a manner that is reflective of Islamic ethos and ideals;
- Any aggressive behaviour to a member of staff will not be tolerated and will be dealt with accordingly;
- Contact details of the requisite staff can be retrieved by contacting the school office.

## **7.0 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

- report the matter to police
- terminate the enrolment of the student

## Document Control

<b>Publication date:</b>	March 2021	<b>Review Date:</b>	February 2024
<b>Version number:</b>	v1.3		
<b>Applies to:</b>	All of Minarah Staff and parents		
<b>Responsible Review Officer:</b>	Principal/s		
<b>Approved by:</b>	Minarah Board	<b>Meeting Date:</b>	

## Revision History

Version	Revision Description	Revised By	Date
v1.0	Authorised	Jay Halai	March 2021
v1.1	Template Change	Jay Halai	March 2022
v1.2	Reviewed	Nuraan Samodien	February 2023
v1.3	Key Contact Name Chane	Samina Ali	February 2024