



1. Preamble

Mt St Michael's College ("College") is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion, and hope.

In responding to this call the College is a Christ-centred community established to educate, in partnership with parents/guardians/carers, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

2. Purpose

Parents, guardians and carers are the most important role models for a child. Therefore, Mt St Michael's College expects a high standard of conduct consistent with our values from parents, guardians and carers that will contribute to a collaborative College culture. These expectations apply while on College grounds, attending College events, using social media and emails which is related or could reasonably be connected to your role as a parent/guardian/carer at the College or communicating with staff, parents/guardians/carers or other College community members.

3. Parents, Guardians and Carers

As members of the College Community, Parents, Guardians and Carers are expected to:

- Demonstrate conduct that is consistent with our values.
- Work in partnership with the College for the common goal of achieving what is best for students.
- Recognise the expertise of College staff and support the professional decisions made in adherence to the College policies and procedures.
- Understand the importance of a healthy relationship and respectfully, constructively, and appropriately communicate any concerns to the appropriate member of staff.
- Cooperate when their child's behaviour has not met acceptable College standards, as outlined in the Student Diary and Student Positive Behaviour Policy and follow specified protocols for communication with staff members.
- Discourage gossip and hearsay when communicating with the College and always model good manners for your child.
- Maintain a positive and cooperative attitude and interact positively with other parents/guardians/carers and College community members.
- Be mindful of the hurt and reputational damage social media may cause to staff members, students and other parents/guardians/carers; ensuring the College, staff and community members should not be mentioned in a defamatory or damaging way.

- Under no circumstances approach another parent/guardian/carer or child whilst in the care of the College to address, discuss or chastise them because of actions towards your child.
- Respect teachers' preparation times and schedule discussions at a mutually convenient time. Teachers have a right to disconnect outside of the hours 8am – 4.30pm. If you wish to speak to a teacher, please do not expect a meeting outside of these hours unless pre-arranged.
- While involved in College activities, follow the instructions and directions of the staff.
- Participate appropriately in accordance with this Code of Conduct while attending College liturgies or special events, including sporting carnivals, interschool sports, academic and cultural events.
- Follow College directions regarding the taking of photographs at all events due to student protection.
- Do not smoke (including electronic cigarettes) or vape on college premises in accordance with Queensland legislation.
- Do not attend the College if affected by alcohol or drugs.

4. Managing Complaints

If you have any concerns, we encourage you to refer to the Complaints Management Policy, Section 8. Protocol for Parents/Carers – Who to Contact. The Complaints Management Policy provides processes to facilitate outcomes and solutions for a dispute or a complaint in a manner that promotes positive, constructive outcomes, and respects all parties in accordance with the principles of natural justice and due process.

5. Breaches of the Parent/Guardian/Carer Code of Conduct

We trust that parents, guardians and carers contribute to a college culture of collaboration and respect. However, when there is a breach in the code of conduct, consequences may include one of the following as determined by the Principal:

- Requesting that a parent/guardian/carer cease behaviour that is in breach of this code.
- Directing that a parent/guardian/carer may only communicate with the College through a designated person.
- Banning a parent/guardian/carer from entry to the College grounds or from attending a College activity or an off-site event.
- In matters of a significant breach or multiple breaches, the College may terminate the enrolment of the child of that parents/guardians/carers.
- At times, it may be appropriate to involve other authorities.

6. Document management and control

These guidelines will be reviewed every three years or as otherwise required by law.

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1.0	27 May 2024	Principal	June 2024	Principal	Deputy Principal