



RIVERMOUNT COLLEGE

CODE OF CONDUCT FOR PARENTS AND COMMUNITY MEMBERS

OUR COMMITMENT

At Rivermount College, our aim is to nurture the academic, social, physical and spiritual development of our students and encourage enthusiasm for and commitment to the pursuit of lifelong learning.

We believe that the education of our students is a partnership between the school and the home. This partnership functions best in an atmosphere of mutual respect where interactions and communications are courteous and constructive.

We are committed to:

- Working in partnership with families to promote student learning and wellbeing, encouraging all students from Kindergarten to Year 12 to realise their God given potential.
- Strengthening connections between home and school by encouraging families to become active participants in their child's learning and development.
- Developing in students the core values of perseverance, integrity and excellence.
- Respecting the rights, dignity and views of our students, staff and community members to promote an inclusive, safe and authentic learning environment.
- Upholding and complying with applicable laws and regulations at a state and federal level (including child protection, privacy and workplace health and safety legislation).

PURPOSE OF THIS CODE

This Code outlines the standards of behaviour expected of parents/guardians and community members and the appropriate communication channels to best support a positive and safe learning and working environment.

These expectations extend to all parents/guardians, carers, volunteers and visitors who interact with the College and attend College functions and events.

EXPECTATIONS OF PARENTS/GUARDIANS AND COMMUNITY MEMBERS

It is expected that parents/guardians and community members will:

- Be familiar with and comply with College policies, particularly those relating to:
 - the care, safety and welfare of students
 - student attendance and participation
 - student behaviour and discipline
 - student uniform and grooming requirements
 - communication with the College and the use of information, communication and technology systems (e.g. College network and internet).
- Guide their child/ren to follow the Student Code of Behaviour and other student policies.
- Engage with staff, students and other community members in a polite and respectful way.
- Work collaboratively to resolve any issues or concerns and treat others with dignity, civility and respect at all times, especially when there is a disagreement.
- Respect diversity in people, their ideas and opinions and support an environment free from discrimination and harassment.
- Show proper care and regard for College property and the property of others.

- Refrain from activities, conduct or communication that would reasonably be seen to undermine the reputation of the College, our staff or students (including social media activities).
- Only take photos and videos of their own child/ren at the College. Should other students be in these images or videos, these may not be shared in any way without the express permission of the relevant parent/guardian.

Parents and community members should not:

- Use inappropriate language including swearing, derogatory terms, sexual jokes and innuendo in the College environment or around students.
- Discipline a child who is not their own either physically or verbally. Issues should be raised with the classroom teacher or relevant staff member who will follow-up accordingly.
- Display aggressive or hostile behaviour to any staff member, coach, referee, student or another person at any College event or activity, including sporting competitions held on or off campus.
- Be intoxicated or under the influence of illicit drugs whilst visiting the College or engaging in any College activity.

VISITING THE COLLEGE

All visitors must report to College Reception to sign-in and wear the name badge provided.

In cases where a parent/guardian needs to collect their child early from school or drop off an item (e.g. school bag, instrument or lunchbox), they may proceed directly to Student Services rather than report to Reception.

Every visitor is expected to comply with any reasonable instruction issued by the College, particularly in the event of an emergency.

COMMUNICATION

Rivermount College aims to have clear, effective and timely communication with parents and the wider community. This enriches the educational experience and keeps families informed of important activities, opportunities and ways to be involved. Formal letters are emailed to parents/guardians and information is also available online via:

- **The College App** – Parents should refer to the App to view notices, reminders, sporting fixtures, the calendar of events and news stories.
- **The Parent Lounge Portal** provides secure access to assessment, student reports, correspondence, accounts, permissions and approvals, event photos and the College calendar along with real time information on student timetables. Medical and contact details should be updated via this portal.
- The closed **Facebook group 'My RMC Community'** provides current families with an interactive social media option for communication and updates.

Families may also use email or the Student Diary to communicate with teachers as it is not always possible or effective for teachers to discuss issues 'on the spot' at drop-off or pick-up times.

- **Student Diary** – Primary School parents should use the Diary to check homework and communicate with the classroom teacher. The Diary is to be checked daily and signed on a weekly basis.
- **Email** – Parents may email their child's teacher or the relevant staff member. Please note correspondence received outside normal school hours may not be addressed until working hours resume as per the College's *Right to Disconnect Policy*.
- **Meetings** – Parents may schedule a phone call or meeting with the teacher or Year Level Coordinator, or if appropriate, contact the College Administration Assistant to schedule a meeting with the Head of School or Principal.
- **Absentee Notification** – Parents must advise of their child's absence using Parent Portal or leave a message on the Student Absentee line (3287 0099) or email studentservices@rivermount.qld.edu.au.

ISSUES AND COMPLAINTS

If a difficult issue or complaint arises, please refer to the *Complaints Handling Policy and Procedure* on our website. The resolution of complaints is best achieved through mutually respectful behaviour and we will work with families to resolve any concerns or issues.

BREACHES

Parents/guardians and community members are expected to comply with this Code of Conduct. Breaches will result in appropriate action as determined by the Principal and may result in the parent/guardian being banned from the College grounds, from attending activities or result in the termination of enrolment for their child/ren.¹

¹ Section 5 of the Education (General Provisions) Regulation 2006 (Qld) empowers the Principal to issue directives relating to the safety and overall management of the College.