

Parent Code of Conduct

INTRODUCTION

Central to the mission of Trinity College ('the College'), a Catholic school in the Edmund Rice tradition, is an unequivocal commitment to fostering the dignity, self-esteem and integrity of each person present within our community. Edmund Rice Education Australia (EREA) aims to offer Liberating Education, based on Gospel Spirituality, within an Inclusive Community committed to Justice and Solidarity.

The Trinity College mission is to offer innovative learning opportunities in a safe and nurturing environment that empowers our young men to fulfil their potential. The 'TC Spirit' affirms the values of faith, excellence, service, community and stewardship that unites and strengthens our College community. Our mission statement and Spirit Ambitions call for all members of the Trinity community to challenge those negative values and behaviours that may erode the dignity of another person. It is the right of every community member to benefit from an environment that protects the dignity of each community member and is free from intimidation, harassment and abuse.

RATIONALE

The College is committed to providing a safe physical and online environment for all community members that supports overall health and wellbeing. We value respect, acceptance and compassion as a foundation to affirm each person's worth and dignity. This document focuses on the work of our community to ensure that Trinity College is a safe, supportive and inclusive community.

Trinity College prides itself on the strength of the parent community who are valuable contributors in the life of the College. The Parent Code of Conduct ('the Code') outlines the ways the school requires all parents, visitors, associates and family members to conduct themselves when visiting the College, participating in school activities and communicating with members of our school community including students, staff, other parents and visitors.

It is equally critical to the College mission and successful operation, that parents support their son's teachers, tutors, coaches and the College. Parents do this by abiding by the principles of the Code and by assisting their son to meet his own commitments to learning, College activities and to the Student Code of Conduct, and all other College policies and procedures.

APPLICABILITY

It is important to note that the Code applies to all adults including parents, guardians, associates, step-parents, grandparents, extended family and any other people involved in activities or communications related to Trinity College (referred to as 'parents' throughout this document).

RELATED POLICIES

This policy should be read in conjunction with other school policies, including:

- College Enrolment Policy
- EREA Code of Conduct
- CEWA Child Safe Framework
- Complaints Handling Policy & Procedures
- PSA Sport Code of Conduct

SPIRIT OF COMMUNITY

Our College Mission states that we seek 'To offer innovative learning opportunities in a safe and nurturing environment which empowers our young men to realise their potential'. Our five Spirit Ambitions underpin our mission and serve as a daily reminder of the way we should approach our various roles within our school community. In particular, our **Spirit of Community** challenges us 'to be an inclusive and welcoming community that supports wellbeing and learning for every student.' In the **Spirit of Community**, we strive to develop the following amongst students, staff, parents and our College community:

- An approach that is Christ-centred and child-focused
- A respect for the innate and God-given dignity and worth of every person
- A sense of empathy and an ability to understand the circumstance of others
- A cooperative attitude in working with all people
- Integrity, honesty and sincerity in all our interpersonal relationships
- Acceptance of all others regardless of ethnicity, religion, gender, sexuality or race.
- Open, positive and honest communication
- The ability to work respectfully and courteously with all people
- An inclusive and welcoming community
- Personal responsibility for all actions

Parent Expectations

Parents are expected to use courteous and respectful written and verbal communication with students, staff, other parents and members of the College Community. It is considered inappropriate to use aggressive or provocative language, ironic or cynical comments, an angry tone or language that is personal, insulting or profane.

In promoting and upholding the **Spirit of Community**, we expect that parents will:

- Model respectful relationships in all communications within the College community
- Support the school's Catholic ethos, charism, traditions and practices
- Support the school in its efforts to maintain a positive teaching and learning environment
- Understand the importance of healthy parent/teacher/child relationships and strive to build these relationships

- Adhere to the school's policies and procedures as outlined on the College website and SEQTA
- Always treat students, staff and other parents and community members with courtesy and respect
- Appreciate the importance of the Family/College relationship that seeks to support the wellbeing of all students
- Be mindful of their behaviours when on campus or at College events, appreciating that their modelling as adults is very important

Community Safety and Wellbeing

Trinity College places significant value and priority on maintaining a safe and respectful environment for all members of the College Community. Certain behaviours are considered harmful and unacceptable as they are contrary to the EREA Code of Conduct and compromise safety and wellbeing. Examples of behaviours that compromise the safe environment and are therefore not acceptable include, but not limited to:

- Shouting or overtly aggressive language; either in person or over the telephone
- Physical or verbal intimidation
- Rude or aggressive gestures
- Disrespectful, defamatory, aggressive or abusive comments (including in emails or on social media) to or about a member of the College community or the College in general
- Derogatory comments pertaining to ethnicity, religion, gender, sexuality or race
- Damage or violation of possessions/property
- Behaviours that respectful relationships do not demonstrate

PROCEDURES

Whilst we always welcome parents and guests to our College, the safety of our staff and students is our first and foremost priority. Trinity College is a secure site with clear procedures and protocols for visitors.

Visiting the College during school hours

- All visitors to the school are required to sign in at College Administration upon arrival so that their presence in the school is recorded in the event of an emergency, and for safety and security
- In the event of an emergency whilst on school premises, parents are to comply with all safety and emergency procedures at the College
- Whilst attending College assemblies or public meetings, parents listen respectfully, giving due attention to speakers. Questions may be invited, otherwise any questions may be asked after the presentation/assembly concludes
- Parents are not permitted to enter classrooms/learning spaces unless invited, and through prior arrangement with the classroom teacher

Communication with College Staff

To prioritise the wellbeing and education of students, staff must feel safe in their workplace. Communication with staff should be thoughtful, prepared, measured, factual and reasonable.

The time constraints placed on teaching staff, does not allow staff to respond to emails and telephone calls instantaneously. A reasonable response time is defined as within 48 hours of contact. Generally, responses from staff to parents are not expected outside of normal school hours, on weekends or during the school holidays.

For academic concerns, parents are asked to contact the classroom teacher directly and/or the Head of Learning Area (HoLA). Pastoral concerns are to be communicated to the Pastoral Care Group (PCG) Leader and/or the Head of Year (HoY). Junior School concerns should be directed to the classroom teacher or the Assistant Head of Junior School (AHoJS).

Emergency situations should initially be directed to the Deputy Principal (Student Wellbeing) for pastoral matters or the Deputy Principal (Learning and Innovation) for curriculum/academic matters. Any emergency situation with the Junior School should be referred to the Head of Junior School (HoJS).

Communication with the School Advisory Council

The School Advisory Council (SAC) welcomes feedback. If communication at Council level is appropriate, letters may be directed to the Chair of the Council.

Communication with Other Parents

Trinity College encourages the links, respectful relationships and general awareness that emerges from peer parental communication. Parents are likely to meet socially at various College events and communications and conversations occur at many levels.

At all times, parents are expected to be positive advocates of Trinity College, their school of choice. The College greatly values and expects positive advocacy of its community.

Parents are to be mindful of respecting the privacy of other parents' email addresses, addresses, phone numbers and other personal details.

EXTRACURRICULAR AND SPORTING EVENTS

As a College, we acknowledge the involvement and contribution made by parents to the extracurricular and sporting programs chosen by their sons. We encourage parents to involve themselves around such activities and to support their sons. However, we also have clear expectations of parents at these events and activities.

At these events, especially sporting events, parents are expected to:

- Encourage their son to participate in all training sessions and fixtures
- Always uphold the principles of good sportsmanship and fair play
- Never ridicule, berate, discourage, or otherwise distract your child or another child, from any school or in any setting

- Always engage officials, coaches, and all players in a positive and supportive manner
- Never interfere with an activity

All seven member schools of the Public Schools Association (PSA) are bound by the PSA Sport Code of Conduct found [here](#).

COMMUNICATING CONCERNS AND CONFLICT RESOLUTION

Making a Formal Complaint

If a parent has been unable to resolve a matter informally, or wishes to make a formal complaint, you can do so by any of the following methods:

1. Send an email to complaints@trinity.wa.edu.au
2. Write a letter to the College addressed to "The Complaints Manager", 2 Trinity Avenue, East Perth WA 6004
3. Submit a complaint via the feedback form that is available on the [College website](#)
4. Phone the College on 08 9219 1100 to register your concern

The College will accept anonymous complaints and will investigate the issues raised if sufficient information is provided.

When raising concerns on behalf of your child, or making a complaint about the College's practices or procedures in relation to your child, the expectation is that you will:

- Listen to your child, but also understand that there may be alternative perspectives and points of view
- Observe and abide by the College policies and procedures for raising and resolving complaints and grievances
- Follow the specified protocols for communicating with staff members, including making appointments at a mutually convenient time and communicating concerns in a constructive and respectful manner
- Always refrain from disciplining, in any manner, a child who is not your own or speak to other children about their behaviour. This is the responsibility of the College staff and College Leadership Team.

BREACHES OF THE PARENT CODE OF CONDUCT

A condition of enrolment at Trinity College is the acceptance of, and alignment to the College values, mission and vision, code of conduct, policies, and procedures.

All members of the College community have a responsibility to develop and maintain an environment where dispute and difference can be addressed in a manner characterised by respect, fairness and dignity.

Any member of the school community may notify the Principal or member of the College Leadership Team (CLT) of a breach of the Parent Code of Conduct. The complaint will be

considered, according to the Trinity College Complaints Management Policy.

The consequences for breaching this Parent Code of Conduct will be determined by the Principal in accordance with the Trinity College Complaints Management Policy. The breach will be investigated by a nominated member of the CLT and a course of action will be recommended to the Principal.

Consequences may include, but are not limited to:

- A first and final warning meeting and subsequent letter being issued to inform the relevant person/s of the outcome of the investigation and state that no further breaches of the Code will be tolerated
- Prohibiting a member of the College community from attending any extra-curricular activity or similar, including sport
- Prohibiting a member of the College community from being on campus
- Directing a parent/guardian to communicate with members of staff through a nominated College representative
- Taking other steps that the College, at its reasonable discretion, determines appropriate according to the nature of the breach in the partnership
- Other steps as deemed reasonable and appropriate by the College according to the nature of the breach
- Questioning the suitability of a student's ongoing enrolment if the partnership between the parent and the College breaks down

POLICY NAME:	Parent Code of Conduct
POLICY AREA:	Student Safety & Wellbeing
DATE APPROVED:	February 2025
OWNER:	Vice Principal
NEXT REVIEW:	February 2027