

Julia Gillard Community College – Code

Policy name	School Parent and Carer Code of Conduct
Staff Responsible	Principal
Staff involved	Assistant Principal, Business Manager, Student Wellbeing Officer, Pathways Counsellor, Teachers, Education Support Officers, School Admin Officers
Review dates	Accepted: 28 November 2025 Review Date: 2026

1. Introduction

Julia Gillard Community College (the **School**) is an independent specialist senior secondary school based in Werribee. The School delivers the VCE Vocational Major (VCE Vocational Major) and the Victorian Pathway Certificate (VPC) curriculum for students aged 15-19 years. The School provides a safe and inclusive learning environment for young people who may have disengaged, and are experiencing complex personal and educational barriers that impact their secondary schooling. The School is committed to supporting students to reach their individual personal, social and educational potential.

The School is committed to the safety and wellbeing of all children and young people and complies with *Ministerial Order 1359: Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and School Boarding Premises (MO1359)* and the *Victorian Child Safe Standards (VCSS)*.

The continued enrolment of students is dependent on their behaviour being in accord with the School's codes, policies, and procedures, as amended from time to time as well as the behaviour of Parents/Carers being in accord with relevant codes, policies and procedures including this *Code of Conduct*.

We have a no tolerance policy regarding violence of any kind.

This *School Parent Code of Conduct* outlines the way in which the School expects all Parents/Carers to conduct themselves when visiting the School, participating in any School activities and communicating with members of the school-community (including students, staff and other Parents/Carers).

2. Definitions

Parent/Carers-means parents, guardians, step-parents and/or carers or as listed in the Enrolment Application Form.

Staff includes all employed staff and contractors of the School.

School-community member refers to other students, parents, guardians, carers and family members of Julia Gillard Community College students and visitors to the School.

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3. Expectations of Parents/Carers

The School expects that Parents/Carers will accept the authority of the School in setting standards of student behaviour and performance, and the consequences which may follow when these standards are not achieved or are breached.

It is expected that all Parents/Carers support the School in its holistic approach to education and student wellbeing and to ensure individual supports are put in place.

All School staff, Parents/Carers students, and school-community members are expected to uphold the School Philosophy that recognises that all young people previously disconnected from education or struggling to find success, experience a fresh start in a smaller, supportive environment that helps them to reach their full educational, and personal potential, for success in life.

4. Visiting the School or any school related event parents/guardians must:

- enter the school via Reception to register their visit by signing into Compass Kiosk and remain in Reception until a staff member directs them;
- show proper care and regard for School property, the property of others and occupational health and safety concerns together with safety policies and procedures;
- comply with relevant legal obligations under the legislation and any court order;
- behave with respect and courtesy towards staff, students, (including their own child), parents/guardians, contractors and volunteers;
- refrain from and discourage all forms of bullying, harassment or discrimination;
- refrain from behaviour or communication that would reasonably be seen to undermine the reputation of the School, employees or students of the School (including activities on Social Media);
- refrain from offensive, insulting or derogatory language or conduct;
- not smoke or vape on school grounds or within 9 metres of the school entrance;
- not possess alcohol on school grounds;
- not attend school events if affected by alcohol or other intoxicants;
- only enter a classroom with permission from a staff member;
- listen respectfully, in the same manner required by students and staff, when attending any kind of School Assembly, activity, presentation, class event, or public meeting and
- accept the authority of all staff, including the Principal, Assistant Principal, teachers, administration and support staff, when on School grounds or at School events and comply with any reasonable direction.

Parents/Carers-must not:

- use violence of any kind at any time;
- interrupt or disrupt a teacher whilst classroom instructions or learning activities are taking place;
- discipline or reprimand a student about their behaviour if that student is not their own child;
- bully or harass other Parents/Carers, staff, contractors, students and visitors at the School;

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- take a photo or video recording of a student if that student is not their own child, unless the parent/carer of the student is present at the time and consents to the photo or video recording being taken;
- monitor or surveill staff or students unbeknownst to them such as through phone, or audio/video devices
- engage in theft, fraud or misuse of School resources;
- visit the School or attend School related activities whilst intoxicated by alcohol or under the influence of illicit drugs or other substances harmful to health; and,
- smoke on the School premises.

5. Communication with staff

All staff and contractors are entitled to a safe and enjoyable work environment.

Parents/Carers are encouraged to communicate openly with all School staff, including teaching and non-teaching staff. School staff members aim to support families and work with Parents/Carers for positive outcomes for all students.

If a Parent/Carer contacts a staff member in relation to a query or concern, the recipient will respond within a reasonable period of time. To most effectively discuss a particular query or concern, Parents/Carers wishing to speak to a staff member (either in person or over the phone) should make an appointment in advance.

Parents/Carers are required to:

- speak to staff and contractors with courtesy and respect;
- communicate with staff and contractors in a clear, friendly and open manner; and,
- respect the privacy of staff and contractors.

In relation to communication and interactions with staff, other parents and students, it is an expectation that:

- written and spoken communication to staff members, students, parents/carers and other members of the School community are to be courteous and respectful;
- written and spoken comments about the School, its staff members, students or other members of the School community are not to be negative or defamatory, lowering the reputation of individuals or the School in the eyes of reasonable members of the community, or that they cause individuals or the School to be ridiculed, avoided or despised by members of the general public.

During interactions, parents/carers:

- should interact civilly with staff, students and other parents/carers at all times;
- should not become involved in verbal altercations with staff members, another parent/carer or student under any circumstances'
- should behave lawfully on school grounds and observe the terms of any Court Order or other obligation they may be the subject of;

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- are not permitted to take photographs, upload photographs, video recordings, audio recordings or other materials containing School activities onto any social media forums or websites this includes footage of staff members or contractors without written consent.

Parents/Carers must not:

- raise their voice or interrupt whilst a staff member or contractor is trying to speak;
- speak to staff or contractors in a derogatory or offensive manner;
- take a photo, video recording, or audio recording of a staff member or contractor without prior consent;
- post a photo, video recording, or audio recording of a staff member or contractor on social media without prior consent;
- assault (sexually or physically) a staff member or contractor volunteer; and,
- intimidate, undermine, threaten, bully, or harass students (including their own child), staff or contractors.

6. Communication with other Students and Parents/Carers

Parents/Carers are required to:

- speak to other students and Parents/Carers with courtesy and respect;
- contribute to a positive and friendly culture within the School-community;
- support and encourage the values, activities and ethos of the School; and,
- respect the privacy of other students and Parents/Carers

Parents/Carers must not:

- raise their voice when speaking to other students and Parents/Carers;
- deliberately exclude a student or parent/carer or treat a student or parent/carer differently to other students or Parents/Carers;
- speak to other students or Parents/Carers in a derogatory or offensive manner;
- take a photo or video recording of another student or Parent/Carers without their consent;
- post a photo or video recording of another student or Parent/Carer on social media without consent;
- intimidate, undermine, threaten, bully or harass other students or Parents/Carers;
- engage in any form of bullying, discrimination, vilification or harassment including cyber-bullying or cyber-abuse;
- engage in malicious, judgmental or discriminatory gossip either face-to-face or electronically;
- discipline or reprimand a student; and,
- disclose the personal details of a student or Parent/Carer to another person without consent.

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7. Social media

Parents/Carers recognise the potential for damage to be caused, directly or indirectly, to the School and others as a result of their personal use of social media especially in circumstances when they can be identified as a Parent/Carer of the School.

When using social media, Parents/Carers must:

- respect a person's professional and personal environment and must not harass the School, its staff, its students or the wider School-community;
- not use social media to voice grievances about the School;
- make reasonable efforts to ensure that their child complies with the *Computer, E-Mail and Internet Usage Contract* which is signed at enrolment;
- be respectful to staff, contractors, volunteers, other Parents/Carers and students;
- never reveal confidential information relating to the School, staff members, contractors, volunteers, other Parents/Carers or Students at the School; and,
- not post on social media defamatory, offensive, sexually inappropriate or other material that may damage the reputation of the School.

8. Complaints

Parents/Carers have the right to raise issues and concerns related to the education of their child or other matters relating to the School.

Parents/Carers should ensure that they raise their issues and concerns with the right person and follow the correct communication channels according to the *School Complaints and Appeals Policy and Procedure*.

When making a complaint to the School, Parents/Carers are required to act in a manner consistent with the *Parent and Carer Code of Conduct*.

9. Breaches of the Code of Conduct

Any parent, student, staff member or contractor may notify the Principal of a possible breach of the *Parent and Carer Code of Conduct*.

The Principal or their representative will investigate the complaint to determine whether there has been a breach of the *Parent and Carer Code of Conduct*.

Should a parent/caregiver breach the Code of Conduct, they will be contacted by the Principal or Assistant Principal. In most cases, communication with the parent/carer should be sufficient for them to refrain from the behaviour.

In some cases, the Principal or Assistant Principal may conclude that the parent/carer should not enter the School grounds and/or attend School activities or functions for a period of time. In those cases where a parent/carer has an inappropriate telephone, face to face or email communication with a members of staff, the member of staff may choose to put an end to the phone call or meeting. Staff members have the right to request that another staff member is present during any future meetings.

The School may choose to notify a parent/carer that communications with the School are made to one designated staff member. When there are extreme or prolonged breaches of the Code of Conduct, the

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matter will be referred to the Principal who has full discretion to take action, including the termination of enrolment of the student of the parent/caregiver.

There will be some cases, where it is appropriate for the School to involve external authorities such as the Victorian Police.

Julia Gillard Community College will do everything that it can to maintain professional and respectful relationships with members of the School community.

Related documents

Legislation: Australian Education Act 2013 (Cth), Australian Education Regulation 2013 (Cth), Disability Discrimination Act 1992 (Cth), Disability Standards for Education 2005 (Cth), Human Rights and Equal Opportunity Commission Act 1986 (Cth), Privacy Act 1988 (Cth), Racial Discrimination Act 1975 (Cth), The Sex Discrimination Act 1984 (Cth), Disability Act 2006 (Vic), Education and Training Reform Act 2006 (Vic), Education and Training Reform Regulations 2017 (Vic), Equal Opportunity Act 2010 (Vic); Charter of Human Rights and Responsibilities Act 2006 (Vic); Disability Act 2006 (Vic); Education and Training Reform Act 2006 (Vic); Equal Opportunity Act 2010 (Vic); Privacy & Data Protection Act 2014 (Vic); Child Wellbeing and Safety Act 2005 (Vic).

Policies: School Child Safety and Wellbeing Policy & Procedure; School Complaints and Appeals Policy & Procedure; School Bullying Prevention Policy and Procedure; School Student Duty of Care Policy; School Student Online Safety Policy and Procedure; School Enrolment Policy & Procedure; School Plagiarism Policy and Procedure, Record Management Policy and Procedure.

Other: Computer, E-Mail and Internet Usage Contract; School Philosophy; Student Code of Conduct; Enrolment Terms and Conditions.