

## Parent Code of Conduct

Southern Montessori Education Centre Inc.

Version	Approved By	Date	Maintained By	Next Review
4	Board of Governors	August 2025	Governance	August 2028

### Introduction

The vision of Southern Montessori Education Centre Inc (the Centre) is to enable students to become future leaders and problem solvers contributing to a more peaceful and sustainable world. To achieve this vision, we promote responsibility, respect, civility and academic excellence in a safe and welcoming learning and teaching environment. This requires active cooperation and support from our parents.

The Centre appreciates the trust parents place in us to guide their child's learning and development and understands that all parents ultimately want the best for their children. To allow us to achieve this, it is important that parents recognise the need for the Centre to balance the interests of all stakeholders including the centre's staff and their right to a safe working environment.

This Code of Conduct sets out general expectations for a parent's interactions and does not provide a detailed and comprehensive list.

The Code of Conduct should be read in conjunction with other Centre policies and procedures which apply to parents and may be varied by the Centre at its discretion.

### Scope

To ensure a strong positive relationship between the Centre, its staff and parents, this Code of conduct outlines the Centre's expectations for all parents (including guardians, carers, step-parents) and visitors (any adult visiting the school who is not a current employee, contractor or volunteer). The Code of Conduct is not limited to the school grounds or school hours and is relevant to all Centre related activities and events, including to people representing the Centre at any location.

This School Community Code of Conduct outlines the type of practice we require all adults working and volunteering in our Centre to follow. It covers all forms of communication whether written, spoken or through social media. It outlines the Centre's expectations and is not intended to comprehensively address every situation but acts as a guide.

The Centre has in place a Code of Conduct for Staff that specifically deals with matters related to staff in their employment with the Centre.

### Expected Conduct

The seven key expectations of parents and visitors are shown below.

- Engage in behaviour that is appropriate and upholds the Centre's core values and beliefs.**
- Behave respectfully towards all members of our community (employees including contractors and volunteers, students and other parents).**

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3. **Role model safe and responsible behaviours including following the centre’s health and safety rules.**
4. **Use technology and social media appropriately.**
5. **Raise concerns appropriately and productively.**
6. **Work respectfully and productively with Centre staff to resolve challenging issues as they arise.**
7. **Adhere to relevant Centre policies and procedures.**

## When visiting the Centre:

It is expected that visitors to the Centre will:

- Follow the Centre’s sign in process when visiting the Centre during school hours, as this ensures Centre staff are aware of all people on-site in case of emergency; and
- Comply with safety and emergency procedures, including following all instructions given by Centre staff.

## Use of Technology and Social Media

Regarding social media use:

- Photos, videos or information containing or relating to any student, staff member or other parent should not be posted unless explicit permission from the student’s parent or guardian, or the relevant staff member has been obtained.
- Avoid publishing information which may bring the Centre (or any of its staff, students, parents and other members of the Centre community) into disrepute.
- Not discuss confidential or sensitive Centre matters, including in relation to grievances about a particular staff member or student, online.
- Obtain written permission from the Principal prior to using the Centre’s name or insignia in the title of any online website, forum or group, or printed publication.

## Extra-Curricular Events

Regardless of whether events are held at the Centre or another location, it is expected that:

- Demonstrate good sporting conduct when attending the Centre’s art, drama and sporting events.
- Appropriate behaviour is demonstrated by all spectators.

## Consequences for Breaching the Code of Conduct

The consequence for breaching this Code of Conduct will be determined by the Principal.

Where the Principal considers that a parent has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

- A request that the relevant conduct immediately cease.
- A written warning.
- A parent (or other relevant person) being banned from attending any Centre activity or event.
- A parent (or other relevant person) being banned from being on the Centre grounds, either for a particular period of time or permanently.
- A requirement that a parent (or other relevant person) only communicate with a nominated Centre representative.
- Termination of student enrolment due to parent conduct. (The determination to terminate the enrolment of a student is the responsibility of the Board. Refer to Clause 7 of the Centre’s Constitution).
- Involvement of SAPOL

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The Centre may take such other steps as it may in its reasonable discretion determine appropriate, according to the nature of the breach. The member of the community has the right to appeal the Centre’s decision, as per the Centre’s Grievance Policy.

## Related Policies and Documents

This policy is to be read in conjunction with the Centre’s:

- Child Protection Policy
- Drug-Illicit Substances Policy
- Dealing with Difficult Situations Policy
- Enrolment Policy
- Grievance Policy
- Code of Conduct for Staff
- ICT Policy
- Managing protections for Staff, Teachers, and Students
- Positive Guidance Policy

Document History and Version Control Table			
Version	Date Approved	Approved By	Brief Description
1	2014	Board of Governors	Creation of original document
2	Sept 2018	Board of Governors	Review ratified at Board
3	May 2021	Board of Governors	Review ratified at Board
4	August 2025	Board of Governors	Review ratified at Board

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