

3. Communication.

- ❑ Parents and guardians are encouraged to engage in active dialogue with teaching and education support staff regarding their child's education and raise matters of concern in a constructive manner.
- ❑ Parents and guardians are encouraged to use the designated means of communication, such as the College diary, letters, email, telephone and face to face interviews, as means of communication with teachers and other College staff.
- ❑ Parents should make an appointment in advance when wanting to speak with a member of staff. Most teachers and leadership staff spend much of their day in class so parents, guardians and volunteers should not expect to have immediate access to them.
- ❑ Grievances should be brought to the relevant staff member in the first instance. For student related matters, this would be the pastoral care or subject teacher or, for matters of a repeated or serious nature, the relevant Head of School.
- ❑ Families are also encouraged to inform the College if family circumstances change to the extent that they have the potential to affect a child's learning or physical, emotional, academic or psychological state. This includes serious illness in the family, changed living arrangements, financial crisis and extended leave requests.

4. Parent and guardian attendance at College events.

It will be important for parents and guardians to engage with the College by supporting and attending College events. It is important that they attend the following events:

- ❑ Presentation Night (For families of Year 5-12 students)
- ❑ Parent Information and Parent Education evenings
- ❑ Parent / Teacher / Student Nights
- ❑ Meetings to discuss pastoral, behavioural or academic issues that, as requested by teachers.

In addition, parents and guardians are encouraged to attend:

- ❑ Co-curricular events that their children are participating in such as sporting events, drama productions and music concerts.
- ❑ Community events such as Parents and Friends activities, including the College Annual Fair, which provide great opportunities for parents to engage with other families within the College community.

5. Contribution.

The involvement of parents and guardians is a good indicator of the strength of the College community and all parents and guardians are required to contribute to the College as part of the Family Involvement Program.

An important way that parents and guardians are able to support the College is by committing to pay College fees and other costs within the requested timeframes. All parents and guardians are asked to contact the College

administration office if the payment of College fees becomes a problem so that alternative arrangements can be made or assistance given.

6. Safety.

- ❑ All adult members of the community are asked to comply with all relevant policies and guidelines as they relate to the occupational health and safety of others within the College community.
- ❑ All visitors to the College are required to sign in. Parents and guardians are especially asked to be familiar with the College's Emergency procedures and follow the directions of relevant staff should they be onsite or at a College event when an accident, drill or emergency occurs.
- ❑ All people visiting the College during business hours to undertake Family Involvement Program commitments, maintenance or other works, including contractors, must sign in on the available visitor books, collect the appropriate 'Visitor Pass' and sign out at the conclusion of their visit.

Breaches of the Community Code of Behaviour for adults.

Should an adult's behaviour contravene the ideals and principles contained in this code, the College Leadership Team has a responsibility to protect the College's students and other community members from behaviour which is, or potentially, physically or emotionally harmful.

Where necessary, a member of the College's Leadership Team will contact the parent, guardian or volunteer and discuss the nature of the concern. If the behaviour of the parent, guardian or volunteer at a College event was thought to be bringing the College, or members of the College community into disrepute, that person may be requested not to attend certain future College events and due process may apply. In certain circumstances, the behaviour of a parent or guardian may result in the discontinuation of the family's enrolment at the College. Where it is considered that the behaviour of an adult poses a threat to the safety of other community members, the police may be contacted.

If the behaviour of a member of the College's staff is in question, the matter will be dealt with under the protocols of the Staff Code of Conduct and, where necessary, due process may apply.

