



## Parent Code of Conduct



### Help for non-English speakers.

If you need help to understand this policy, please contact the Head of Senior or Head of Junior School.

*Mentone Girls' Grammar acknowledges the Bunurong People of the South-Eastern Kulin Nations for their connection to land, sea and community, and for their custodianship of the land on which we live, learn and work. We pay our respects to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander people today.*

### Purpose

Mentone Girls' Grammar values the active involvement of parents as an integral part of the school community. Strong cooperation, collaboration, and partnership between parents and the school are essential in supporting the education and wellbeing of all students, ensuring alignment with the school's core values.

The Parent Code of Conduct aims to foster a successful partnership by outlining the expectations for parents' behaviour when participating in school-related activities or representing Mentone Girls' Grammar.

### Scope

This Code of Conduct applies to, parents including guardians, stepparents, carers (collectively, Parents), when on the School grounds, attending any offsite school-related function, event or activity, and when interacting online.

## School Values

The core values of Mentone Girls' Grammar form the foundation of our Mission and Vision, providing a solid framework for all our actions as a school community. Parents who align with and support these values, and who support our efforts to educate and empower our students, play a vital role in cultivating an inclusive environment where confident, capable young women are ready to face the future.

We acknowledge parents are valuable contributors in our school community and we aim to work in partnership with parents in the care and growth of all students. Appropriate conduct by parents, whether on school grounds or at school-related activities, is central to ensuring this.

We have zero tolerance for violence and aggression towards students, staff or any other members of our school community. We live, work and learn in a community where all students, staff and community members are safe and feel safe and all times.

## Our School Values

RESPONSIBILITY  
RELATIONSHIPS  
COMPASSION  
INTEGRITY  
EMPATHY  
RESPECT  
JUSTICE  
TRUTH



## Parent Role Modelling and Support

Parents are expected to support the school by upholding and modelling the core values and education ethos of our school. This includes modelling behaviours that students can learn from, and working with our staff as we educate and provide wellbeing support to all students.

All parents of students enrolled at Mentone Girls' Grammar must always:

- Support school values and policies: Uphold and support the school's values, policies, codes of conduct, and procedures, ensuring children comply as well.
- Promote inclusion and respect: Foster respect for diversity and inclusivity, ensuring fairness, dignity, and respect for all members of the Mentone Girls' Grammar community, and support students from diverse backgrounds and needs.
- Encourage active participation: Encourage children to actively engage in school life, including co-curricular activities, and support their involvement.
- Communicate effectively: Respond promptly to school communications regarding events, permissions, and updates to student information, and be responsive to concerns raised by the school.
- Provide necessary updates: Keep the school informed about any relevant changes in your child's educational, medical, or social-emotional needs, as well as any personal family or parenting arrangements.



## Respectful Parent Behaviour

All Mentone Girls' Grammar parents are expected to behave respectfully towards staff, students, and the school community by always:

- Promoting respectful behaviour: Discourage harassment, bullying, anti-social, and violent behaviour, and promptly report concerns to the appropriate school staff.
- Being positive ambassadors: Represent the school positively, avoiding harassment, discrimination, and inappropriate use of contact lists, emails, or social media.
- Encouraging respectful communication: Refrain from gossip, rumours, defamatory comments, or offensive language, and avoid threatening or aggressive behaviour.
- Supporting school leadership: Back the staff and leadership in matters of behaviour management, helping students develop responsibility, accountability, and respect for authority.
- Respecting boundaries: Acknowledge the separation between staff's professional roles at school and their private lives outside the school community.
- Respecting school decisions: Support the school's decisions regarding education, curricular, and co-curricular activities.
- Treating everyone equally: Always treat all members of the school community with fairness, equality, and respect.
- Complying with legislation: Adhere to all relevant compliance obligations under Victorian legislation.

## Technology and Online Conduct

The expectations set out in this Code of Conduct also apply to the way parents use and communicate through technology including the use of Social Media Platforms.

Parents are expected to communicate with courtesy, respect, and consideration for all members of the school community including:

- Respecting staff boundaries: Honor a staff member's professional and personal boundaries by refraining from using their personal online presence to raise school matters or engage in disrespectful behaviour.
- Protecting privacy: Do not take or publish photos, videos, or recordings of students, staff, or members of the school community without explicit consent, and avoid sharing personal information online.
- Maintaining the school's reputation: Avoid publishing content that could bring Mentone Girls' Grammar or its community into disrepute, including inappropriate images or recordings of students in school uniform.
- Respecting communication boundaries: Do not communicate with other students outside of school, including on email or social media, without prior consent from their parents.
- Keeping sensitive matters confidential: Refrain from discussing confidential or sensitive school matters, such as grievances, online.
- Avoiding unofficial online groups: Do not set up websites, forums, or groups with the school's name or branding that could be interpreted as being officially operated or endorsed by the school.



### Drop off / pick up

Mentone Parade and surrounding streets can be particularly busy during peak school drop off and pick up times, therefore when dropping off and picking up students at Mentone Girls' Grammar, parents are expected to always ensure the health and safety of all members of our School community, as well as the wider community.

Parents must adhere to all traffic rules and any School traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely in and around the school grounds. The avoidance of U-Turns and double parking along Mentone Parade during peak periods is highly recommended by the school.

Parents must always use and encourage their children to use the designated school crossing points in Mentone Parade and on Beach Road.

### Responsibility for others

Parents are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, are also aware of and adhere to this Parent Code of Conduct.

### Raising Concerns

It is important that parents can raise genuine concerns and grievances they may have in an appropriate, constructive, and respectful forum. The School Complaints Policy outlines the school procedures for raising such concerns. Parents should refer to the Complaint Policy when raising a complaint to the school.

However, in general:

- Respect boundaries in communication: Parents should avoid communicating directly with other students about issues concerning their own child and must not attempt to discipline other children. All interactions should be respectful, without aggression or hostility, whether verbal or non-verbal.
- Raise concerns appropriately: Parents should first address concerns with their child's teacher. For more serious issues, or if unsatisfied with the teacher's response, concerns can be escalated to the appropriate Head of School.
- Be clear and constructive: Parents should clearly outline their concerns and specify what they hope will be the outcome or resolution.
- Allow time for response: While the school is committed to addressing concerns promptly, parents should understand that immediate responses may not always be possible, especially if the concern is sent by email.
- Respect school decisions: Parents should acknowledge the expertise of the school's staff in making decisions regarding academics, discipline, co-curricular activities, and student wellbeing, understanding that the school's decisions consider the welfare of all students.
- Honor privacy: Parents should respect the privacy of other members of the school community, acknowledging that the school may not be able to share certain information due to privacy laws, even if they are addressing an issue or concern. This does not mean the school is not taking the matter seriously.



### Consequences for Breaching Code of Conduct

The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with this Code of Conduct. Where the Principal considers that a parent has breached this Code of Conduct, the Principal may take one or more of the following actions (and not necessarily in any order):

- Request that the relevant conduct immediately cease.
- Provide a written warning.
- Ban a parent (or another relevant person) from the School grounds, either for a particular period or permanently.
- Exclude a parent (or another relevant person) from School activities or events.
- Require that a parent (or another relevant person) only communicate with a nominated School representative.
- Issuing either an Ongoing or Immediate Community Safety Order under the School Community Safety Orders Scheme.
- Termination of the enrolment of a parent's child(ren).

Staff and volunteers are empowered to take steps to protect their own health and wellbeing. If they feel that a parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a parent's actions are posing a risk to their or someone else's health and wellbeing, they are empowered to remove themselves from the situation. This may include by immediately concluding a meeting or phone call, or by requiring that a parent immediately leave the School grounds (or activity or event).

## Governance Table

Record Number	POL-PCOC-002-1		
Policy Owner	Principal	Policy Approver	SMT/GRCC/
Approval Date	May 2025	Next Review	May 2027
Review frequency	Every 2 years		
Relation Resources	<ul style="list-style-type: none"> <li>• Privacy Policy</li> <li>• Child Safety and Wellbeing Policy</li> <li>• Child Safety Code of Conduct</li> <li>• Enrolment Policy and Agreement</li> <li>• Complaints Policy</li> <li>• Student Code of Conduct</li> <li>• Staff Code of Conduct</li> </ul>		
Policy Management	This policy is administered by the Principal		

## Revision History

Document Number	Date	Revision Description	Approval
POL-PCODE-001-I Draft	21 02 2024	Review by SMT, Principal, Deputy Principal/Head of Senior School and Head of Junior School	
POL-PCODE-001-I	21 04 2024		SMT
POL-PCODE-001-2	24 04 2024	Amend references to titles to be in full	GRCC
POL-PCODE-001-2	28 05 2024	Approved	Council
POL_PCOC_002_01	08 04 2025	Full Review	SMT/GRCC/Council