

Community Code of Conduct



Hills
Grammar





Community Code of Conduct

Approval and Review	Details
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Rationale

The Community Code of Conduct (“the Code”) has been developed so that parents and those with parental responsibilities are aware of and meet Hills Grammar’s (“the School’s”) expectations with regard to their interaction with the School, its teachers, other parents, and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

Scope

This policy covers expected standards of behaviour and interaction between the School and our broader community, including parents and volunteers.

It covers

- Role of the School Generally
- Guiding Principles
- Interactions Generally
- Interactions with Staff
- Standards of Behaviour
- General Expectation of Conduct
- Maintaining Physical Safety
- Conduct at Co-Curricular, Sport and Other Activities
- Responsibility for Other Community Members
- Separated Parents
- Complaints
- Breach of Code of Conduct

Role of the School Generally

The School seeks to provide a caring and supportive learning environment, where students are encouraged and enabled to reach their potential. The School is committed to the achievement of the highest standards of education, in which the security, protection and wellbeing of our students and staff are a high priority.

All members of the Hills Grammar community have the right to be safe and feel safe. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that intimidate or put at risk the safety of others or oneself.

The School is responsible for establishing and administering the policies, procedures and rules which govern the day-to-day operations of the School. It is important that parents recognise and respect this, adhere, and have their children adhere to the School's requirements, and support these decisions.

Guiding Principles

All adult members of the Hills Grammar community have an obligation to model appropriate and responsible behaviour to the students in all circumstances. This Code seeks to provide members of the community with guidelines for the effective development of positive relationships within the Hills Grammar community, and to assist in promoting the values that are aligned with the School's vision and mission. This Code sets clear standards of behaviour, which are acceptable in the School environment or when attending any function or activity of, or relating to Hills Grammar, or in any location at which the School is represented. It specifies the consequences for any member of the Hills Grammar community who does not comply with these standards of behaviour.

For the purpose of this Code, the "Hills Grammar community" comprises the Principal, staff, contractors, coaches, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the School, who attend at the School or elsewhere, for the purposes of visiting, viewing, participating, supporting or being present for any official, sporting or social activity held by or for the benefit of Hills Grammar and its students.

This Code is something by which parents agree to be bound by when they sign and accept enrolment for their child(ren) at the School. Although other members of the School community are not party to these conditions, this Code will serve as a guide for them about expected standards of behaviour.

Along with our students we expect all members of the Hills Grammar Community to abide by our values: RISE

Respect

- We acknowledge that a shared humanity underpins respect
- We believe that respect forms the basis of our interactions

Integrity

- Being honest to ourselves and others is central to a worthwhile life
- We aim to demonstrate trustworthiness and responsibility

Service

- We appreciate diversity and understand appropriate and authentic responses
- We desire to enrich the lives of others and understand this, in turn, enriches our own lives

Excellence

- We work together in an environment where the pursuit of excellence is encouraged, fostered, and valued
- We understand wellbeing promotes excellence and is dependent on both feeling good about ourselves and doing good for others
- We aim to bring the best version of ourselves to school each day

Interactions Generally

All members of the Hills Grammar community are to be treated with dignity and respect.

Communications, whether verbal or in writing, with other members of the School community whether teachers, administration staff, other parents or students should:

- show respect, courtesy, and consideration
- not harass or bully another person
- not use intemperate, derogatory or hate speech language
- not be confrontational
- not use digital media (Whatsapp, Facebook, Instagram or any other digital channel) to criticise or denigrate the School or others in the school community.
- not use digital media (Whatsapp, Facebook, Instagram or any other digital channel) to discuss personal concerns regarding an individual or group – such grievances should be discussed with the relevant staff member directly.

Responsible citizenship involves appropriate participation in the civic life of the community. Active and engaged members are aware of their rights but more importantly, they accept responsibility for protecting their rights and the rights of others.

Members of the Hills Grammar community are expected to use non-violent and non-confrontational means to resolve any conflict.

Insults, disrespectful behaviour, hate speech and other hurtful acts disrupt teaching, learning and other School activities and are in direct conflict with Hills Grammar's values, mission, and vision. Members of the Hills Grammar community have a responsibility to maintain an environment where conflict and differences can be addressed in a manner characterised by respect and civility to others.

Parents play a significant role in the education of their children and have a responsibility to support the efforts of the Hills Grammar staff in maintaining a safe and respectful learning, social and sporting environment for all students. Parents fulfil this responsibility when they:

- Display an active interest in their child's schoolwork and progress
- Communicate honestly about student needs, such as medical, psychological, or learning needs
- Encourage their child to be neat, appropriately dressed, and prepared for School
- Ensure that their child attends School punctually each day
- Report absences or late arrivals to the School promptly
- Become familiar (and comply) with this Code and other School policies and rules
- Work with Hills Grammar staff in dealing with disciplinary issues involving their child.

Interaction with Staff

The School conducts regular meetings between staff and parents at which the student's progress can be discussed. There may be other times when a parent or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through the school office. Parents should never attempt to contact a staff member at their home unless the staff member requests this.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Principal. However, when doing so they should observe the general rules of conduct set out in this Code. The School has a duty of care to protect all staff and for this reason any aggressive or abusive behaviour will not be tolerated.

Parents can make an appointment to see the Principal about any particular concerns they may have relating to their child/ren.

Gifts and Benefits

We understand that from time to time, families may wish to provide staff with a gift or benefit as an act of gratitude. For our staff, accepting gifts and other benefits, particularly gifts of a high value, has the potential to compromise a staff member's position by creating a sense of obligation and undermining their impartiality.

To ensure we protect our staff's reputation, they must declare a gift that is more than \$100, to the Principal so that it may be recorded on the gift and asset register. The gift may then be kept in a safe place at the school until the teacher is no longer teaching the child/ren of the gift-giving family.

Standards of Behaviour

All members of the Hills Grammar community are expected to behave with respect, civility and in the manner of a responsible citizen. As a minimum, this will involve:

- Respecting and complying with all applicable Commonwealth and State laws
- Demonstrating honesty and integrity
- Respecting differences of individuals, their ideas, and opinions
- Treating each other with dignity and respect at all times, especially when there is a disagreement
- Demonstrating fairness and respect to others, regardless of their ethnicity, religion, gender, sexual orientation, age, or disability
- Respecting the legal and moral rights of others
- Displaying proper care and regard for School property and the property of others
- Taking appropriate measures to help those in need
- Respecting those who are in positions of authority
- Complying with the rules and guidelines set out by the School at all times
- Encourage and support their child in following the rules of behaviour
- Behaving in appropriate manners on social media

General Expectations of Conduct

Hills Grammar community members are expected to:

- Support the Principal and the Hills Grammar staff in the development of a caring and engaging learning community
- Support the School's policies
- Acknowledge that the Principal has the ultimate responsibility to implement these policies
- Work in partnership with the teaching staff to deal promptly with areas of concern
- Treat all members of the Hills Grammar community, including on online platforms, with respect and courtesy
- Acknowledge and affirm success in individual and school achievements.

Maintaining Physical Safety

In particular, all Hills Grammar community members must not:

- Use any object (whether a weapon or otherwise) to threaten or intimidate or cause injury to another person
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs. The exception(s) is when, in the normal course of events, the School is providing hospitality to members or guests of the Hills Grammar community, and is in keeping with appropriate legal and hospitality regulations
- Cause, inflict or encourage others to verbally abuse, threaten or inflict bodily harm on another person by any physical aggression.

All Hills Grammar community members must seek assistance from staff, if required, to resolve conflicts peacefully.

Conduct at Co-curricular, Sport and Other Activities

Parents are welcome to attend Sport and Co-curricular events but should exercise restraint when supporting school teams. In particular, they should not abuse, threaten, or otherwise seek to intimidate a match official, another player, coaching staff, the opposing team, or any School representatives.

When attending or participating in School activities, members of the Hills Grammar community are expected to support the following principles:

- Students are involved in School activities primarily for their enjoyment. Spectators should therefore reward the effort of players rather than the outcome, so that the results in competitions are accepted without undue disappointment.
- Students are expected and encouraged to play by the rules and to behave appropriately.
- Spectators should reinforce a healthy attitude towards winning and losing by demonstrating a controlled, disciplined approach towards competition.
- Spectators should behave respectfully and courteously towards players, coaches, and officials, showing respect for the rules and authority by word and example.
- Students are helped to work towards skill improvement and good sportsmanship. Spectators should not ridicule or yell at a student for making a mistake, losing a game, or failing to achieve a certain level.
- Students learn best by example. Good play and participation by both the Hills Grammar team and the opposing team should be applauded.
- The referee or official's judgement or honesty should not be questioned.
- The value of volunteers, coaches, managers, and officials should be recognised, as they give of their time and resources to provide recreational activities for all students.

Responsibility for Other Community Members

Any parent or Hills Grammar community member who invites a relative, friend, support, carer, or other person to be present at any school sporting or social activity must at all times be responsible for that person and ensure that they act at all times in a manner consistent with this Code.

Separated Parents

Where some students have parents that are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School is not able to make judgments on the merits of claims made by one parent against another and should not be asked to do so. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

Complaints

If a parent has a complaint about an issue it should be directed to the School in accordance with the School's Complaints Resolution Policy.

If a parent wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

Breach of Code of Conduct

The consequence for breaching this Code will be as determined at the Principal's absolute discretion. As a consequence of a breach, the School may:

- Limit access to a teacher or teachers, or restrict communications with members of the teaching staff through a nominated School representative; and/or
- Limit or ban access to the school premises or sporting or other school events
- Terminate the enrolment of the student(s) in the case of an extreme, multiple, or prolonged breach.

The School 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 Hills Grammar community has the right to appeal the School's decision.

The School recognises that the vast majority of interactions within the Hills Grammar community are overwhelmingly positive and productive. The School remains incredibly grateful for the ongoing support from and partnership with the Hills Grammar community in the care and development of your children.

Related Documents

- Conditions of Enrolment
- Parent Communication Policy
- Complaints Resolution Policy
- Child Protection Policy