CATHOLIC EDUCATION
WESTERN AUSTRALIA

Parent and Carer Code of Conduct

Promoting Respectful Engagement in School Communities

Building Our Catholic School Community: A Shared Mission

At the heart of our Catholic school is a vibrant partnership between families and staff, united in our commitment to nurturing every child's faith, learning and wellbeing. We believe that when parents/carers and staff work together in a spirit of mutual respect and open communication, we create a welcoming environment where all students can flourish.

As partners in Catholic education, parents/carers share in the sacred responsibility entrusted to our schools by the Bishops of Western Australia. Together as parents/carers and staff, we support the school's mission to nurture the spiritual, moral and intellectual development of each child, guided by Gospel values and a shared vision for their future. By modelling Christ-like and child-focused behaviour, and fostering positive relationships, we build a community where every person is valued, respected and empowered to contribute.

This Parent and Carer Code of Conduct is grounded in the Catholic Education Western Australia (CEWA) Code of Conduct, which sets out the minimum standards of behaviour expected of all members of our school community. The CEWA Code of Conduct recognises that the safety and wellbeing of students is a shared responsibility and that every adult (staff, parents/carers, volunteers and visitors) plays a vital role in creating a safe, respectful and supportive environment.

The CEWA Code of Conduct outlines our shared expectations for respectful engagement, ensuring our school remains a place of belonging, collaboration and growth for all, especially our students. It calls each of us to act safely and competently, to give priority to students' safety and wellbeing, to respect the dignity and beliefs of every member of the school community and to uphold the trust and confidence placed in Catholic schools.

Through our collective efforts, we help young people come to know Christ, achieve personal accomplishments and live lives of service, justice and love. By embracing the principles of the Parent and Carer Code of Conduct, parents and carers join with staff in modelling the values and behaviours that allow every child to thrive.

The 12 Code of Conduct Statements: Key Values and Expectations

1. **You act safely and competently.**

   We are expected to behave responsibly and make decisions that protect the safety and wellbeing of all students and staff, ensuring a positive and secure environment for every student at school.

2. **You give priority to students' safety and wellbeing in all your behaviour and decision-making.**

   Every action and choice should place students' safety and wellbeing first, whether at school events, in communication or in supporting school policies and procedures.

3. **You act in accordance with the values of the Gospel as defined in the Code of Ethical Conduct.**

   We are called to demonstrate compassion, integrity and inclusiveness in all interactions, reflecting Gospel values such as respect, honesty, kindness and supporting the Catholic ethos.

Photo at top: St Mary Star of the Sea College (Carnarvon)

4. **You conduct yourself in accordance with laws, agreements, policies and standards relevant to your relationship with the school community.**

   We are expected to follow all school rules, policies and relevant laws. This includes respecting school procedures, supporting staff decisions and helping maintain a safe and orderly environment.

5. **You respect the dignity, culture, values and beliefs of each member of the school community.**

   We should treat every person in the school community with respect, regardless of their background or beliefs. This means valuing diversity and fostering an inclusive, welcoming atmosphere for all.

6. **You treat personal information about members of the school community as private and confidential.**

   It is important to respect the privacy of students, staff and other families. Personal information should not be shared without consent and we should be mindful of confidentiality in all communications.

7. **You give impartial, honest and accurate information about the education, safety and wellbeing of students.**

   When discussing student matters, information provided should be truthful, fair and complete to ensure decisions are made in the best interests of each student.

8. **You support all members of the school community in making informed decisions about students.**

   We are encouraged to work together to support students' learning and wellbeing. This means sharing relevant information, listening to others and helping create a collaborative environment.

9. **You promote and preserve the trust and privilege inherent in your relationship with all members of the school community.**

   Trust is essential in our school community. We should act in ways that build and maintain trust with staff, students and other families, recognising the responsibility we share for our students' education.

10. **You maintain and build on the community's trust and confidence in Catholic schools and the Church.**

    Our actions reflect not just on ourselves, but on the whole school and the wider Catholic community. By acting respectfully and responsibly, we help strengthen the reputation and trust in our school and Church.

11. **You act reflectively and ethically.**

    We are encouraged to think carefully about our actions and their impact, always striving to do what is right. Acting ethically means considering the consequences of our behaviour and making choices that uphold the values of the school.

12. **You give students a voice in their education, safety and wellbeing.**

    We should encourage children to express their views and participate in decisions that affect them. Listening to students and valuing their input helps them feel respected, safe and empowered in their school community.

Expectations for Parents/Carers

Communication

- Communicate respectfully with all members of the school community.
- Use polite, respectful and non-abusive language in all communications (verbal, written and online).
- Attend scheduled meetings and communicate availability when requesting appointments.
- Support school events and initiatives in a spirit of community and collaboration.
- Raise concerns constructively through appropriate channels, respecting school processes beginning with your child's teacher, before escalating further.
- Help your child look for the positives in their school day, talk constructively about challenges and see every experience as a chance to learn and grow.
- Celebrate student achievements and milestones in ways that respect privacy and dignity.
- Respect school boundaries, including classroom access and staff availability.

- Understand that staff have the right to disconnect and may not be able to respond outside of school hours, allow time for responses.
- Promote respectful communication by avoiding gossip, judgement or harmful remarks, inclusive of digital platforms.
- Seek consent before sharing images or personal information related to members of the school community.
- Raise concerns early, directly and constructively.
- Recognise that complex or emotional matters are best addressed through face-to-face meetings rather than emails.

Relationships

- Acknowledge that all students are valued members of the school.
- Support your children to be respectful, resilient and engaged learners.
- Encourage your children's participation in all aspects of school life.
- Model calm, solution-focused responses to challenges or disappointment.
- Refrain from discussing grievances in front of your children. Keep concerns between adults, so our children may feel safe and supported at school.
- Avoid approaching other children directly or contacting them online.
- Immediately refer learning, behavioural and welfare concerns to the school.

Support for School Policies/Procedures

- Understand and support the school's rules, procedures and expectations.
- Respect the school's authority to implement policies, including behaviour management as part of CEWA's responsibility to uphold registration standards for non-government schools.
- Ensure children are punctual, prepared and attending school regularly / every day where possible.
- Promptly notify the school of absences, late arrivals or early departures and always pick up children on time.
- Participate in parent information sessions, interviews and school events.

Conflict Management

- Work in partnership with the school to resolve conflicts cooperatively.
- Follow the school's and CEWA's complaints procedures.
- Accept decisions and guidance from school leaders, while communicating respectfully if clarification is needed.
- Avoid behaviour that may cause distress, danger or damage to the reputation of the school community and any member within.

St Jude's Catholic School (Langford), Queen of Apostles School (Riverton), St Joseph's School (Queens Park) and Santa Clara School (St James)

Unacceptable Behaviours

Parents/carers must not engage in behaviours that contradicts expected standards. Such behaviours may include:

- Use offensive, threatening or aggressive language or behaviour towards staff, students or other parents.
- Demand immediate responses to communication, especially outside of work hours.
- Demand meetings without appointments or enter classrooms uninvited.
- Post disrespectful or defamatory material online.
- Disrespect privacy by sharing images or personal information without consent.
- Harass or intimidate staff, including online or via social media.

Consequences for Breaches

Principals will strive to resolve disputes and conflicts through constructive, relational dialogue. Where a parent or carer does not comply with this Code of Conduct, the principal is authorised to take reasonable steps to address the behaviour.

This may include any of the following action, noting this list is not exhaustive and these do not constitute individual steps, such that action may be escalated at any stage where reasonable to do so:

All actions will be taken in accordance with the principles of procedural fairness.

This Code operates in conjunction with the school's complaints and grievance resolution policies. Where a parent is dissatisfied or objects to action taken in accordance with the above, they are welcome to raise a dispute in accordance with same.

Commitment to a Safe, Respectful School Culture

By modelling respectful engagement and open collaboration, we play a critical role in shaping a school culture that enables all students to thrive. Together, we can build learning environments that reflect the values of respect, responsibility and resilience.

For further guidance, refer to your school's and CEWA's communication and complaints policies and procedures.

A verbal or written reminder of expectations.	Temporary or permanent restrictions on communication methods, access to school premises or events.	Any other action deemed reasonable and necessary to ensure the safety and wellbeing of students, staff and the school community.
A formal written warning.	Referral to external authorities (e.g. Police or Department of Communities).	As a last resort, and with extensive consultation, the principal may take further legal action including termination of an enrolment agreement.