

PERTH COLLEGE

COMMUNITY CODE OF CONDUCT

Our Values – Capable, Courageous and Caring - are the essence of a Perth College education

Purpose

Perth College is committed to the safety and wellbeing of students, families and staff. We wish to provide a respectful learning environment that is safe, positive and supportive for our students.

This Code of Conduct guides members of the Perth College community about the standards of expected behaviour while on the School's premises, supporting the School off-campus in sporting or other activities, engaging in School-related activities or representing the School. Please note that this Code is intended to provide clear guidance and is not intended to be an exhaustive listing.

All members of our community have a right to an environment free from harassment and relationships that are conducted in a positive and cooperative manner.

The Code of Conduct specifies the consequences for any member of the School community who does not adhere to these standards of behaviour.

Scope

This policy applies to all adults, including parents, guardians, extended family members, caregivers, friends and visitors of students at the School. Parents or guardians who signed the Condition of Enrolment are responsible for ensuring those within the scope are aware of, and adhere to, the expectations of behaviour within this Code.

Should a parent, guardian, extended family member, caregiver, friend or visitor volunteer their services to the School, the School Code of Conduct (separate from this document) will then apply to them as they conduct their volunteer responsibilities. It should be noted that Perth College Staff and the Council of Perth College Incorporated have distinct Codes of Conduct which apply to their work in the School.

Principles

This Community Code of Conduct is based on the principles of good citizenship and ethical conduct. For our community to be positive and supportive of one another, we expect our parents and community members to:

- Be inclusive
- Be open-minded and adaptable
- Be accepting of cultural and religious diversity
- Assume positive intent from all
- Be appropriate and respectful in their conduct and interactions with staff, students and other parents at functions (including sport and other school-related events and while driving).

Responsibilities for implementing the Code of Conduct

The **College Council** is responsible for endorsing this Code and is the body to which any appeal against sanctions applied for breaches of the Code is directed.

The **Principal** is responsible for:

- Maintaining currency and relevance of this Code.
- Communicating and implementing the standards of conduct as set out in this policy.

Staff members are responsible for:

- Respecting the individual needs, cultural practices and beliefs of families in all interactions, both verbal and non-verbal.
- Working with colleagues, the College Council, parents and guardians to provide an environment that encourages positive interactions and supports constructive feedback.
- Providing guidance through positive role modelling and, when appropriate, clear and respectful directions.

Parents and Guardians are responsible for supporting the efforts of the School in maintaining a safe, orderly and respectful environment for all students. Parents/guardians fulfil this responsibility routinely and specifically when they:

- Show an active but non-invasive interest in their child's school work and progress.
- Communicate regularly with the School.
- Ensure that their child is appropriately prepared for school on a daily basis.
- Promptly report to the School their child's absence or late arrival.
- Support the School's process and actions relating to behaviour concerns and school-based disputes involving their child.

Members of affiliated and support groups are responsible for ensuring that the aims of their group and its practices are consistent with this Code.

Any member of the Perth College community who invites a relative, friend, supporter, carer or other person (adult or child) to be present at any School-related function or activity at any location must be responsible for that person and must ensure that they act at all times in a manner consistent with this Code.

Communication with other community members

Communication, whether verbal or in writing, with other members of the School Community should:

- show respect, courtesy and consideration
- not harass or bully another person
- not use extreme or aggressive language
- not be confrontational.

Social media is not to be used to criticise School policies, procedures, events, actions or school staff or denigrate others in the School Community. Community members are asked to seek to resolve problems should they arise through the appropriate channels, and to carefully consider anything posted that is identified with the School. Posting negative comments in the heat of the moment on private or group social media pages (including Whats App) that damages the reputation of the School is unacceptable.

Parents and Guardians are asked not to post photographs or videos of children other than their own on any form of social media or public forum without the express permission of the relevant child/ren's parents.

Communication with Staff

The School conducts regular meetings between staff and parents, information nights and other events to discuss the student's progress. In addition, 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.

Parents wishing to meet with a staff member are asked to make an appointment so that a mutually convenient time can be arranged. Visitors to the School campus (including parents) wishing to meet with members of staff are required to sign in at the relevant Reception area.

Parents should never attempt to contact a staff member at their home or via their personal mobile phone unless in extraordinary circumstances and with the permission of a member of the School Leadership Team.

The School has a legal duty of care to provide all staff with a safe working environment, and for this reason, any aggressive or abusive behaviour will not be tolerated. Discussions between staff and parents are expected to be characterised by mutually respectful, professional and inclusive language, accompanied by appropriate tone.

It is important that parents show respect for staff and not publicly criticise them or seek to undermine their responsibility. If a parent has a particular concern relating to a member of staff, they are able to raise it with the Staff member concerned or with the Head of Department, Director of Junior School, Director of Learning and Teaching, Director of Wellbeing, or Vice Principal. When doing so, they should observe the general expectations of conduct set out in this Code.

Supporting School policies and procedures

It is important that parents recognise and respect the policies, procedures, and expectations that govern the School's day-to-day operations and support their children in adhering to them.

Positive Behaviour Expectation

The School expects students to strive for positive behaviour that is helpful to others and aligned with the School's ethos. Parents are expected to support the School in relation to its Positive Student Behaviour Policy and Student Code of Conduct, which outline in greater detail the policy and processes undertaken when managing student behaviour.

Complaints

If a parent, guardian or community member has a complaint, after following the School's Communication Process to address the issue, they should observe the School's Concerns, Complaints and Disputes Policy and Procedures. Should a complainant be unable to resolve an issue informally, they may lodge a complaint with the School. Perth College commits to dealing with complaints according to its Concerns, Complaints and Disputes Policy and Procedures.

If the outcome of a complaint is not acceptable to the complainant, or if the Principal is the subject of the complaint, the complaint may be escalated or appealed (as the case may be), to the Chair of School Council.

Letters are to be addressed to:

Chair of Perth College Council, Perth College, 31 Lawley Crescent, Mt Lawley, WA 6050

Emails are to be addressed to: PCCouncilChair@pc.wa.edu.au

Co-curricular activities

Parents are welcome to attend sporting and co-curricular events but should exercise restraint when supporting School teams. In particular, they must not abuse, threaten or otherwise seek to intimidate an umpire, referee or coach, nor should such behaviour be directed towards a player or any School representatives.

Perth College staff select teams, casts and representatives based on their view of the most appropriate fit at the relevant time and after a robust process. It is not appropriate for parents to complain about the outcome of a selection or audition process.

Separated Parents

Where some students have parents who are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. The School cannot make judgements 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 that would or be designed to disadvantage one party. The School will observe any orders made by a Court in relation to a student or communications with parents.

Breaches of the Code of Conduct

The consequences for breaching this Code of Conduct will be determined at the discretion of the Principal. The sanctions which may be employed include:

- The School may ban any member of the School Community from attending any co-curricular event.
- The School may ban any member of the School Community from being on the School premises.
- The School may direct that any parent or community member may only communicate with staff through a nominated School representative.
- In the case of extreme or prolonged breach of this Code of Conduct by a parent, the School may terminate the enrolment of the child/ren of that parent.
- The School may determine other reasonable action according to the nature of the breach.

Publication and Acceptance

Perth College commits to actively displaying the School Community Code of Conduct on the School's website and regularly advising of any updates or amendments.

Date Adopted	May 2025
Date for Review	August 2026
Policy Owner	Principal
Authorisation	Council
Amendment History	
Date	Amendment
May 2025	Reviewed and updated language. Endorsed by Council 21 May 2025.
May 2023	Endorsed by School Council [Principal]
January 2023	Created. To be reviewed by Leadership Team 19 January 2023 and then endorsed by Council in February meeting.