



Penrith Christian School

Strive for the Highest

Parent Code of Conduct

Policy and Procedure Management

Prepared by	Principal
Date prepared	4 March 2026
Monitored by	SLT
Review by	Principal
Date for review	February 2028
Status	Active
Related Policies, Procedures, Work Instructions, Forms or Manuals	• Child Protection Policy • Child Safe Policy

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1. Rationale

This Code has been developed so that parents and caregivers (parents), and those with parental responsibilities, are aware of, and meet the expectations of Penrith Christian School 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.

2. Principles

Penrith Christian 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 to, and have their children adhere to, the School's requirements, and support the School's decisions.

3. Attending Events

Parents are welcome and encouraged to attend School events. However, they should ensure that they act in a manner consistent with the School's values and ethos.

When attending the School or any School-related event, parents must:

- 3.1. refrain from engaging in malicious or judgemental gossip (either directly or online) and ensuring that anything they say about others is fair and truthful
- 3.2. refrain from actions and behaviour that constitutes bullying, harassment, discrimination or vilification
- 3.3. refrain from offensive, insulting or derogatory language or conduct. This includes wearing clothing with offensive words or insignias
- 3.4. dress appropriately according to the occasion
- 3.5. not smoke on School grounds within four metres of any entrance
- 3.6. not possess alcohol on School grounds
- 3.7. never possess illicit drugs on School grounds
- 3.8. not attend School events if affected by alcohol or other intoxicants
- 3.9. show proper care and regard for School property, the property of others and occupational health and safety concerns
- 3.10. When attending sporting events, parents should exercise restraint when supporting the School team. They should not abuse, threaten or otherwise seek to intimidate an umpire or referee or direct abuse against a player or any representative of Penrith

Christian School or other represented teams

- 3.11. It is also not appropriate for parents to complain about the failure of their son or daughter to be selected for a particular sporting team or musical performance.

4. Use of Social Media

Despite the range of positive uses of social media, parents must recognise that there are also a number of ethical and legal issues associated with its use, which can be directly or indirectly damaging to the School and others.

When using social media, parents must:

- 4.1. not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way
- 4.2. be respectful to staff, contractors, volunteers, other parents, and/or students
- 4.3. not use it as a means to voice grievances about the School
- 4.4. make reasonable efforts to ensure that their children comply with the School's Technology and Social Media Policy
- 4.5. post photographs of students in School uniform representing the School and its students if they have the potential to bring negative connotations towards the School and its staff and students
- 4.6. never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent
- 4.7. make contact with students (other than their own) using any form of social media without the express consent of the student's parents
- 4.8. never post sexually inappropriate or other material that may damage the reputation of the School.

5. Communication and Interaction with Staff, Other Parents and Students

- 5.1. Written and spoken communication to anyone in the School community should be courteous and respectful. Discriminatory language or hate speech is strictly prohibited.
- 5.2. When communicating, parents must:
 - 5.2.1. interact civilly with staff, students and other parents at all times
 - 5.2.2. not use abusive language or expletives, raise their voice, insult or engage in violent behaviour to anyone on School grounds or at any School-related events
 - 5.2.3. ensure that relationships with students are strictly in accordance with appropriate

- roles and that favouritism, special treatment and deliberate exclusion are avoided
- 5.2.4. ensure that physical contact with students is appropriate given the age of and relationship with the student such that questions of impropriety do not arise
 - 5.2.5. not discipline or raise their voice or get involved in verbal altercations with another parent or child under any circumstances
 - 5.2.6. advise the School of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
- 5.3. Parents must respect the privacy of other students, parents, staff, contractors and volunteers in the School community.
- 5.4. The School expects parents to behave lawfully on School grounds and observe the terms of any order, obligation or undertaking they may be subject to.
- 5.5. Parents must not:
- 5.5.1. take a photo or video recording of another student or parent without their consent
 - 5.5.2. post a photo or video recording of another student or parent on social media without consent
 - 5.5.3. post a photo or video recording of a child that is not their own on social media without obtaining consent from the child's parent beforehand
 - 5.5.4. intimidate, undermine, threaten, bully, or harass other students or parents
 - 5.5.5. disclose the personal details of a student or parent to another person without consent.

6. Co-Parenting Arrangements

- 6.1. Penrith Christian School is aware that some students have parents who are separated or divorced. In these cases, parents should not attempt to involve the School in any parental dispute that may arise.
- 6.2. The School is not able to 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 which is designed to disadvantage one party.
- 6.3. The School will of course, observe any orders made by a Court in relation to a student or communications with parents.

7. Process for Making a Complaint

- 7.1. The School takes seriously any issues that are brought to its attention. If parents express

their concerns to the School, they can expect to be treated with courtesy and respect in order to try to resolve the matter. Complaints and grievances need to be raised in accordance with the School's Complaints Handling Policy.

- 7.2. Each situation will be considered as it arises and based on the issues.
- 7.3. Parents have the right to raise issues and concerns related to the education of their child or other matters relating to the School.
- 7.4. As a general guide, minor issues may be raised with the child's teacher or the teacher responsible for the particular area or activity. Cases of more serious inappropriate conduct or misconduct ought to be directed to the Principal.
- 7.5. If the grievance relates to a teacher, or a teacher's conduct, the complaint should be directed to the Principal or Deputy Principal.
- 7.6. Parents should not contact Board members directly to issue a complaint about the School or staff. The only circumstance in which the Board will become involved in a dispute is if a parent and Principal are in agreement that an issue remains unresolved and refers the matter to the Board Chair.

8. Process for Meeting with a Staff Member

- 8.1. If a parent wishes to meet with a staff member, they must make an appointment so that a mutually convenient time can be arranged. This can be done through the School office.
- 8.2. Parents must never attempt to contact a staff member at their home.
- 8.3. Parents may make an appointment to see the Principal about any particular concerns they may have relating to their child after they have followed the correct channels with the staff member, Faculty Coordinator (Secondary) and Heads of Primary.
- 8.4. It is important that parents show respect for staff and not publicly (including via social media) 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 towards all staff and any aggressive or abusive behaviour will not be tolerated.

9. Breaches of the Code of Conduct

With these guidelines in place, it is hoped that parents can appropriately direct their concerns and contribute to a harmonious School community that reflects the School's values.

- 9.1. The consequences for breaches of this Parental Code of Conduct will be determined by the Principal and may include the following:

- 9.1.1. the School may ban a Parent from entry to School grounds or from attending School-related co-curricular activities or other events.
- 9.1.2. the School may direct that a parent may only communicate with members of staff through a nominated School representative.
- 9.1.3. in cases of extreme or prolonged breach of this Parental Code of Conduct by a parent, the School may terminate the enrolment of the child/ren of that parent, as determined by the Principal.
- 9.1.4. the School, where appropriate, may involve other authorities.
- 9.1.5. the School may take such other steps as it deems appropriate according to the nature of the breach.

10. Legislative Requirements

- Education Act 1990 (NSW)
- Children and Young Persons (Care and Protection) Act 2008 (NSW)
- Children's Guardian Act 2019 (NSW)
- Anti-Discrimination Act 1977 (NSW)
- Privacy Act 1998 (Cth)
- Freedom of Information Act 1989 (NSW)
- Work Health and safety Act 2011 (Cth) and WHS Regulations 2017 (NSW)
- Crimes Act 1900 (NSW)