



Parent Code of Conduct

1. Object

- 1.2 Part 3.6.2 of the *Registered and Accredited Individual Non-Government Schools (NSW) Manual* (NSW Registration Manual) requires Newington College to have in place policies and procedures in relation to codes of conduct for members of the College community.
- 1.1 The College is committed to building positive and productive relationships, based on mutual respect and trust, with its students and their parents. To assist in facilitating a supportive and affirming environment for the College's students, it is important to set and enforce the College's expectations for parent interactions with the College, its teachers, non-teaching staff, other parents and students, and members of the public.
- 1.2 The purpose of this Code of Conduct is to:
- (a) make parents and students aware of the College's requirements for parent conduct; and
 - (b) specify the potential consequences for failure by parents to comply with this Code.

2. Application

This Code of Conduct applies to parents, for the welfare and benefit of students, staff, parents, volunteers, other members of the College community and members of the public.

3. Definitions

- 3.1 In this policy:

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| College | means Newington College, as represented by the authorised delegates of the Council. |
| College related activity | includes, but is not limited to, College sporting events, excursions, camps and overseas tours. |
| Council | means the Council of Newington College, established by section 1 of the <i>Newington College Council Act 1922</i> . |



parent means one or more parents, guardians or carers of a student enrolled at the College.

social media means online tools that provide individual users and organisations with the ability to create and share content in online communities. Social media tools include:

- social networking sites, such as Facebook, LinkedIn, Google+, Instagram, Snapchat, Pinterest, Bebo and Friendster;
- video and photo sharing sites, such as YouTube, Flickr and Tik Tok;
- micro-blogging sites, such as Twitter, Yammer and Tumblr;
- weblogs, including corporate, personal or media blogs published through tools such as Wordpress;
- forums and discussion boards, such as Whirlpool, Yahoo! Groups and Google Groups;
- geo-spacial tagging, such as Foursquare;
- online multi-player gaming platforms, such as Second Life;
- instant messaging, such as SMS, WeChat, WhatsApp, Facebook Messenger;
- online encyclopaedias such as Wikipedia and Sidewiki;
- vodcasting and podcasting; and

any other tools that enable individuals to publish or distribute their own views, blogs, comments, photos, videos, social media platforms etc.

staff or staff member means the College's permanent, temporary and casual teaching and non-teaching staff.

3.2 A reference in this policy to a code of conduct, policy or procedures is a reference to the code of conduct, policy or procedures as amended or replaced by the College from time to time.

4. General principles

4.1 The College is responsible for establishing and administering the policies, procedures and rules that govern the day-to-day operations of the College. It is important that parents:

- (a) recognise and respect the College's authority;
- (b) adhere to and encourage their boys to adhere to the College's requirements; and
- (c) support the College's decisions.

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5. Communication

- 5.1 Parent communications, whether verbal or in writing, with other members of the College community, including staff, other parents and students, must be:
- (a) courteous, considerate and respectful; and
 - (b) accepting and respectful of individual, cultural and social differences.
- 5.2 Parents must not:
- (a) harass, bully, threaten or insult another person;
 - (b) bait, tease, ridicule or call another person names;
 - (c) publicly criticise another person, in person, in correspondence or online;
 - (d) use intemperate or offensive language;
 - (e) be confrontational, intimidating or threatening in their body language; or
 - (f) spread misinformation or rumours about the College or staff.
- 5.3 Parents must not use social media or any messaging platforms to criticise or denigrate other members of the College community.

6. Student discipline

- 6.1 The College expects students to comply with its policies, procedures and rules, and to avoid behaviour that is harmful to others or is contrary to the ethos and philosophy of the College. Students are required to comply with the College's **Student Code of Conduct**, **Student Diversity and Equality of Opportunity Policy**, **Student Social Media Policy** and **Student Use of Information and Communication Technology (ICT) Policy**.
- 6.2 Parents are expected to support the College in enforcing and implementing its **Student Discipline Policy and Procedures** and **Pastoral Care Policy**, and to avoid doing anything that undermines its authority.

7. Interactions with staff

- 7.1 The College 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 issues that may arise during a student's schooling.
- 7.2 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 normally be done through the student's Mentor, College office or with the staff member directly.
- 7.3 Parents should never attempt to contact a staff member at home or on their personal mobile telephone number, and should understand that staff are usually in class teaching during the day and may therefore be unable to respond on the same day.
- 7.4 It is important that parents show respect for staff and do not publicly criticise them or seek to undermine their authority. If a parent has a concern about a staff member, they can raise it with the staff member

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concerned, or with the Deputy Teaching and Learning, Deputy Pastoral, Deputy Preparatory Schools and ELC or Deputy Headmaster, as relevant. However, when doing so, parents should observe the general rules of conduct set out in this Code.

- 7.5 The College has a duty of care to protect all staff and, for this reason, any aggressive or abusive behaviour from parents will not be tolerated.

8. Complaints

- 8.1 If a parent has a concern about a specific issue, this should be directed to a staff member responsible for the area of activity. Depending on the level of seriousness this may be a Mentor, Head of House, Head of Department or member of the Senior Executive.
- 8.2 If a parent wishes to raise a concern, they must not use rude or abusive language. This is not productive and can make it harder to resolve the issue.
- 8.3 Often, requests for information or clarification can clear up misconceptions much better than an initial complaint. Resolution of complex issues may require a face to face meeting to discuss the concern, rather than an exchange of emails, alone.
- 8.4 Parents who are unable to resolve their concerns informally may make a complaint in accordance with the College's **Complaints Resolution Policy and Procedures**.

9. Sport

- 9.1 Parents are welcome to attend sporting events but at all times should adhere to the AAGPS Code of Practice (available on the AAGPS website).
- 9.2 Parents must not be rude to, abuse, threaten or otherwise seek to intimidate an umpire or referee, a player, another parent, any other member of the College community, or any member of the public.
- 9.3 The College's sports coaches pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parents to complain about the failure of their son to be picked for a team.
- 9.4 If a parent has concerns about the selection process, they may make contact in a respectful way with the Director of that sport or, in the case of Wyvern and Lindfield, with the Head of Sport. They should not approach a coach before or after a game.

10. Separated parents

- 10.1 Parents should not attempt to involve the College in any parental dispute that may arise. The College 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. It is to the benefit of the student for the College to remain neutral.
- 10.2 Parents should not ask the College to take any action that would, or is designed to, disadvantage one parent over another.
- 10.3 The College will uphold any court order regarding access, custody arrangements, or communications with parents, and will otherwise manage access by separated parents in accordance with its **Family Access Arrangements Policy**.

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11. Failure to observe this Code

- 11.1 If a parent fails to observe any aspect of this Code, and depending on the severity of the breach, the Headmaster may in his sole discretion:
- (a) give the parent a formal warning;
 - (b) limit the parent's access to a teacher or teachers, or to administration staff;
 - (c) limit access to the College's premises or College related events; or
 - (d) terminate the enrolment of the student.
- 11.2 The College will give a parent a reasonable opportunity to respond to the alleged breach before taking action in accordance with this clause.
- 11.3 Nothing in this policy prevents the Headmaster, Deputy Headmaster or Deputy Preparatory Schools and ELC, as relevant, from directing a parent to temporarily leave the College's premises or a College related activity.

Notes

Parent Code of Conduct

Date approved: 5 March 2020

Date commenced: 20 July 2020

Date amended: 23 March 2023

Related documents: [Complaints Resolution Policy and Procedures](#)

[Family Access Arrangements Policy](#)

[Pastoral Care Policy](#)

[Student Code of Conduct](#)

[Student Discipline Policy and Procedures](#)

[Student Diversity and Equality of Opportunity Policy](#)

[Student Social Media Policy](#)

[Student Use of Information and Communication Technology \(ICT\) Policy](#)