



**St Peter's
Woodlands**

Parental Code of Conduct Policy



Table of Contents

1.	Introduction	2
2.	Purpose	2
3.	Objectives.....	2
4.	Compliance with Legislative Requirements	2
5.	School Values and Positive Role Modelling.....	3
6.	Respectful Behaviour	3
7.	Interaction with Staff.....	4
8.	Technology and Social Media	4
9.	Drop-off and Pick-up.....	4
10.	Visiting SPW Grounds, Activities, or Events.....	4
11.	Ethical Conduct and Communication with Others.....	5
12.	Responsibilities for Implementing the Parent Code of Conduct	5
13.	Raising Concerns	6
14.	Consequences of a Breach of the Code of Conduct	7
15.	Taking a Stance.....	7
16.	Monitoring & Review	7
17.	Further Information.....	7



1. Introduction

A strong school community is built on shared values, respect and positive relationships. St Peter's Woodlands Grammar School (SPW) recognises the crucial role parents and caregivers play in supporting student learning, wellbeing and development.

This **Parental Code of Conduct (PCC)** outlines the expectations for all adults who engage with SPW, including parents, guardians, step-parents, extended family members, caregivers and volunteers.

SPW operates in accordance with all relevant South Australian legislation, including:

Education and Children's Services Act 2019 (SA)

Children and Young People (Safety) Act 2017 (SA)

Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)

Australian Education Act 2013 (Cth) and associated regulations

Equal Opportunity Act 1984 (SA)

SPW also follows the ISA Privacy Compliance Manual (2025) and AISSA governance guidance for Independent Schools.

This Policy supports SPW's commitment to ensuring a safe, respectful and inclusive learning environment for all students.

2. Purpose

The PCC provides a framework for how parents and caregivers can support:

- a welcoming and respectful school environment
- constructive communication between home and school
- safe and positive interactions among adults, staff and students
- SPW's legal and regulatory obligations
- timely, effective resolution of concerns

3. Objectives

The PCC aims to:

- Strengthen trust and positive relationships across the SPW community.
- Provide clear standards for respectful and collaborative behaviour.
- Support decision-making that prioritises students' best interests.
- Ensure parents understand their responsibilities and avenues for raising concerns.
- Outline potential responses when expectations are not met.

4. Compliance with Legislative Requirements

SPW complies with all relevant legislation, including:

- **Prohibition of Corporal Punishment:**
SPW upholds the *Education and Children's Services Act 2019 (SA)* prohibition on corporal punishment in all circumstances.
- **Protection of Staff:**
SPW staff are legally protected from abusive, threatening, offensive or insulting behaviour, including verbal, written or online conduct.



- **Mandatory Reporting:**
All SPW staff are mandated notifiers under the *Children and Young People (Safety) Act 2017 (SA)*. Parents must not obstruct staff in fulfilling these legal obligations.
- **Information Sharing:**
SPW may request or share information with schools or prescribed authorities when required to support student safety, wellbeing or educational needs, in line with the 2019 Act.
- **Compulsory Enrolment and Attendance:**
Parents must ensure their child complies with compulsory enrolment and attendance requirements under the 2019 Act.
- **School Registration & Standards:**
SPW meets the expectations of the *Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)*.

5. School Values and Positive Role Modelling

Parents and caregivers contribute significantly to SPW's culture by modelling:

- kindness
- respect
- cooperation
- integrity

Parents support SPW when they:

- follow school policies and encourage their child to do the same
- respect the diverse backgrounds and needs of all students
- provide information promptly (medical, behavioural, family changes, etc.)
- participate positively in school activities
- respond constructively to feedback
- seek clarification when unsure of expectations
- avoid gossip or unconstructive commentary in person or online

SPW maintains zero tolerance for violence, threats or intimidation of any kind.

6. Respectful Behaviour

Parents are expected to:

- communicate respectfully with staff, students and other parents
- use calm, polite language and non-verbal behaviour
- show patience and empathy
- support the school's Behaviour Policy and staff authority

Unacceptable behaviours include:

- aggression, raised voices or intimidation
- harassment or discrimination
- defamatory or inflammatory comments
- disrespectful online conduct
- behaviour that undermines safety or wellbeing

7. Interaction with Staff

Parents are asked to:

- arrange meetings through school channels
- contact staff during school hours or via school communication systems
- raise concerns privately, respectfully and with the appropriate staff member or leader

Parents must respect staff responsibilities as professionals, including decision-making regarding academic, behavioural and wellbeing matters.

8. Technology and Social Media

Parents must:

- respect staff boundaries by not engaging staff through personal social media
- not take or publish photos/video of students unless consent is obtained
- not publish personal details, images or recordings relating to any member of the school community without express consent
- not create websites, forums or groups using SPW's name without permission
- avoid posting grievances or confidential matters online
- avoid communicating directly with students other than their own without parent consent

SPW follows the ISA Privacy Compliance Manual (2025), including provisions regarding doxing and misuse of digital or AI technologies.

9. Drop-off and Pick-up

To maintain safety for students and the broader community, parents are asked to:

- adhere to applicable speed limits
- observe all traffic signs
- follow the directions of SPW staff on duty
- follow the directions of traffic monitors when on duty
- limit the use of car horns (unless indicating imminent danger)
- park legally and safely
- respect our neighbours, including car parking

Local street parking is managed by Holdfast Council.

10. Visiting SPW Grounds, Activities, or Events

Parents are warmly welcomed on school grounds and must respect SPW's risk-management procedures when visiting SPW.

Parents should immediately proceed to the Front Office upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting SPW only to:

- attend an activity or event to which all members of SPW community have been invited
- visit SPW uniform shop
- drop off or collect a child from school

When visiting SPW, or attending school activities and events, parents should model appropriate and respectful behaviours.



1. Demonstrate good sporting conduct and fair play when attending SPW's art, drama and sporting events
2. Comply with applicable WH&S and risk-management procedures
3. Comply with any reasonable directions given by SPW's staff or representative
4. Show appropriate care and regard for the property of SPW and others. Any damage should be promptly reported to SPW
5. Dress appropriately for the occasion
6. Not being under the influence of drugs or alcohol
7. Refrain from actions and behaviour that constitutes bullying, threatening, verbal or physical intimidation, harassment, discrimination or vilification of any kind
8. Refrain from offensive, insulting or derogatory language or conduct
9. Not smoke on school grounds or within 10 metres of any entrance (*Tobacco and E-Cigarette Products Act 1997*)
10. Not possess alcohol on school grounds, unless the event has been sanctioned by SPW (refer to Section 4 of The School's Position in the Drugs Policy for an explanation). Parents who elect to bring their child to such an event have the responsibility of their child
11. Never possess illicit drugs on school grounds

Should any of the above occur on school premises or in connection with the School, SPW may feel it necessary to take action, please refer to Section 15 of this document and the Volunteer Policy.

11. Ethical Conduct and Communication with Others

Parents play a key role in the education of their children and should act in the best interest of all students, their families, staff, and SPW community. SPW celebrates diversity and is an inclusive community that respects the rights, beliefs and practices of individuals and their families. Therefore:

1. Treat all students, staff and others professionally, fairly, honestly, with respect and dignity
2. Refrain from taking a photo or video recording of another student or parent without their consent
3. Refrain from posting a photo or video recording of another parent/adult on social media without obtaining consent from individual beforehand
4. Refrain from posting a photo or video recording of another student on social media without obtaining consent from the child's parent beforehand
5. Respect confidentiality and privacy at all times
6. Direct any concerns with another child to a staff member and not reprimand the student directly
7. Avoid sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within SPW community
8. Avoid using defamatory, offensive or derogatory comments regarding SPW or any of the students, parents, staff, or School Councillors at SPW on social media or other electronic platforms

12. Responsibilities for Implementing the Parent Code of Conduct

SPW School Council is responsible for endorsing the Parent Code of Conduct (PCC) and is the body to which any appeal against sanctions applied for breaches of the PCC is directed.

The **Principal** is responsible for:

- Ensuring all parents, staff, volunteers, students and visitors are aware of this policy upon arrival, employment and enrolment
- Maintaining currency and relevancy of the PCC Policy
- Implementing the standards of conduct as set out in this policy

Staff members are responsible for:

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

Parents are responsible for supporting the efforts of SPW in maintaining a safe, orderly and respectful learning environment for all students. Parents fulfil this responsibility routinely when they:

- Show an active but positive interest in their child's school work and progress
- Communicate regularly with SPW
- Ensure their child is appropriately dressed, according to the Uniform Regulations
- Ensure their child is prepared for school on a daily basis
- Promptly report to SPW their child's absence
- Ensure all other persons (such as grandparents, older siblings, babysitters) who interact with SPW are aware of and adhere to the PCC
- Work with SPW in dealing with disciplinary issues involving their child

Any school community member 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 they act at all times in a manner consistent with the PCC.

13. Raising Concerns

SPW is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.

SPW's grievance management procedures are set out in the Parent/Caregiver Grievance Policy. This policy sets out how concerns and grievances may be raised with SPW, with whom they should be raised, and how SPW will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the policy in full. General steps are outlined below:

1. Parents should not communicate with another student about an issue concerning their own child
2. Parents must not attempt to discipline a student who is not their child, and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child. The possible exception to the discipline of another child being if a Parent is managing a group/team of children e.g. Saturday sport, that is a SPW sanctioned event.
3. Parents should raise their concerns with their child's teacher in the first instance, should there be an issue with another child or parent. More serious concerns or grievances, including where a parent is dissatisfied with a teacher's response to a concern, may be raised with the appropriate member of SPW leadership (as set out in the policy).
4. Parents should arrange a face-to-face meeting to discuss concerns and grievances, rather than relying on email or other written communications
5. Parents should clearly set out their concerns and grievances, and what they would practically like to see happen (face to face or written)
6. Parents should appreciate while SPW is committed to dealing with their concerns and grievances in a timely manner, within 24 hours, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email).
7. Parents should respect SPW employs experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, and pastoral and wellbeing decisions. Understand while SPW will always take into account the interests of the Parent's child, SPW must ultimately make decisions that take into account the interests of all students (and others who may be affected by SPW's decisions).



8. Parents should recognise that just as SPW will seek to respect each student's privacy, SPW will also respect the privacy of other members of the SPW community. This means there are limits to what information SPW will share with a parent when issues arise. This does not mean SPW is not taking an issue or situation seriously.
9. SPW respects a Parent's rights to invoke formal grievance-resolution procedures. Parents who refuse to engage in constructive processes that may resolve their grievances, or who choose to publicly air grievances about SPW, and in particular about staff or students, on social media are in breach of our PCC.

14. Consequences of a Breach of the Code of Conduct

The Principal will have absolute discretion for deciding how to best respond to concerns about a parent's compliance with the PCC.

Where the Principal considers a parent has breached the PCC, the Principal may implement one or more of the following consequences (not necessarily in any particular order i.e. steps may be skipped – not an exhaustive list):

- Request that inappropriate behaviour stops immediately.
- Issue a written warning.
- Limit or remove access to school grounds or events.
- Issue a barring notice if parent behaviour poses a safety risk, significant disruption or engaged in vexatious communication.
- Restrict communication to a nominated school representative.
- In serious cases, terminate enrolment.

15. Taking a Stance

All members of the SPW community are empowered to take steps to protect their own health and wellbeing. If someone feels uncomfortable or unsafe, they may respectfully ask for behaviour to stop or remove themselves and their children from the situation, as per the Grievance Procedures.

16. Monitoring & Review

This policy is reviewed as needed and at least every five years.

17. Further Information

Further information regarding this policy is available from any member of the Executive Leadership Team.

Relevant Legislation

- Equal Opportunity Act, 1984
- Privacy and Other Legislation Amendment Act 2024
- Children and Young People (Safety) Act 2017 (SA)
- Education and Children's Services Act 2019 (SA)
- Education and Children's Service Regulations
- Australian Education Act 2013 and Regulations
- Education and Early Childhood Services (Registration and Standards) Act 2011

Related Policies

PRIN-02 Positive Behaviour for Learning



PRIN-03	Bullying and Harassment
PRIN-04	Child Protection
PRIN-06	Communication
PRIN-51	Custody
WHS-08	Drugs
PRIN-10	Emergency
PRIN-12	Equal Employment Opportunity
WHS-05	First Aid Injury Illness & Medication
ICT-17	ICT and Social Media
PRIN-48	Parent Grievance Procedure
PRIN-28	Privacy
PRIN-41	Student Records
PRIN-74	Sport
HR-46	Volunteers
WHS-44	Workplace Health & Safety

Related Procedures & Standard Operating Procedures

None

Related Forms & Checklists

Barring Notice – Section 93 of the Education and Children's Services Act 2019 (SA)

Related Safe Work Practices & Guidance Notes

None

Related Other Documentation

Protective Practices for Staff in their Interactions with Children and Young People Guidelines (2019)

Responding to Online Safety Incidents in SA Schools Guidelines

ISA Privacy Manual (2025)

Uniform Regulations

Information Booklet Volunteers

Parent Information Sheets as published on Audiri and the SPW website, including:

- Traffic and Parking
- Volunteering
- FAQs for Separated Families

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