



**SOUTHERN CROSS**  
GRAMMAR

# Parent/Guardian Code of Conduct

## Policy Control Information

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## Document History

Version	Date	Status	Approval	Summary of Changes
1.0	June 2025	Approved	Board	New Parent Code of Conduct

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### 1. Purpose

This Code of Conduct outlines the expectations for all parents and guardians (hereafter referred to as “parents”) of students enrolled at Southern Cross Grammar (the School). It supports the School’s commitment to a safe, respectful and inclusive learning environment in which all members of the school community are treated with dignity.

The Code aligns with the school’s:

- Enrolment Policy and Terms and Conditions of Enrolment
- Child Safety Code of Conduct

### 2. Scope

This Code applies to all interactions between parents and

- School staff and contractors
- Other parents and members of the school community
- Students (other than their own children)
- School Board and Board Committee members and volunteers
- External parties acting on behalf of the School

It applies in all school settings, including:

- On campus and during school hours
- Offsite activities (e.g. excursions, camps, sporting events)
- Digital communications (e.g. emails, forums, SchoolBox)

### 3. Principles and Values

Parents and carers at Southern Cross Grammar are key partners in fostering a supportive and respectful school culture. By modelling and upholding the School’s shared values, they contribute to a positive environment where all students can thrive.

At SCG, we are guided by these core values:

- **Kind**  
Fostering a culture of care, empathy, and understanding in all interactions.
- **Trustworthy**  
Upholding honesty, integrity, and reliability as the foundation of relationships and decision-making.
- **Ethical**  
Guiding actions and choices with fairness, respect, and a commitment to doing what is right.
- **Enterprising**  
Encouraging initiative, creativity, and resourcefulness to drive innovation and achieve goals.
- **Hopeful**  
Inspiring optimism, resilience, and a forward-thinking mindset in pursuit of a brighter future.

## 4. SCG Rights - Mutual Respect

### Our Shared Responsibility

At Southern Cross Grammar, students are at the heart of everything we do. Parents and carers play a vital role in supporting a school culture that is respectful, inclusive, and safe for all.

While students hold important rights as learners and members of our community, parents and carers help uphold these rights through positive engagement, respectful communication, and partnership with the School. The following rights reflect what every student is entitled to at SCG, and how parents and carers can contribute:

### RIGHT TO LEARN

Parents/carers support this by:

- Encouraging punctuality, attendance, and preparation for learning
- Reinforcing respect for teachers, peers, and learning time

### RIGHT TO SAFETY

Parents/carers support this by:

- Modelling respectful communication and behaviour
- Reporting concerns and supporting the School's safety procedures

### RIGHT TO INCLUSION

Parents/carers support this by:

- Promoting inclusive language and attitudes at home and in the community
- Encouraging empathy, fairness, and respectful relationships

### RIGHT TO RESPECT FOR PROPERTY

Parents/carers support this by:

- Encouraging students to care for school property and resources
- Respecting school procedures when visiting or communicating with the School



### RIGHT TO LEARN

Every student has the right to learn in a focused, supportive environment. All community members contribute to maintaining a respectful and inclusive space where learning is prioritised.



### RIGHT TO SAFETY

We are committed to a safe physical and emotional environment for all. Our policies and actions aim to prevent harm, support mental health, and protect everyone from bullying, harassment, or any form of discrimination.



### RIGHT TO INCLUSION

SCG welcomes and celebrates diversity. We uphold the rights of all community members, regardless of background, to be treated with dignity and respect. Everyone has the responsibility to promote inclusion by understanding and valuing differences.



### RIGHT TO RESPECT FOR PROPERTY

We share the responsibility to respect our school's property and resources. This includes the appropriate use of facilities and equipment to ensure a safe and organised learning environment.

## 5. Parent/Guardian Expected Behaviour

### 5.1 Guiding Principles

At Southern Cross Grammar, Parents and Guardians are expected to:

- Support the School's values, policies and guidelines.
- Promote a safe and inclusive environment for all.
- Act in the best interests of their child while respecting the needs of the broader school community.
- Uphold the School's reputation in the wider community.
- Maintain confidentiality and respect privacy.
- Work in a co-operative manner with the School to address any unacceptable student behaviours whether it occurs on School premises or otherwise.
- Comply with any relevant Court Orders.
- Obtain a Working with Children Clearance and National Police Check (as applicable) if volunteering in the School.

### 5.2 Respectful Communication

At Southern Cross Grammar, Parents and Guardians are expected to:

- Communicate politely and respectfully with all staff, students, and other parents.
- Raise concerns constructively through the appropriate school channels (e.g. Complaints and Grievances Policy).
- Use language that is appropriate and not aggressive, offensive, or intimidating.

### 5.3 Support for Learning and Behaviour

At Southern Cross Grammar, Parents and Guardians are expected to:

- Support the School's policies, including student behaviour expectations, assessment and co-curricular requirements.
- Encourage their child to follow School rules and behave respectfully toward staff and peers.

### 5.4 Compliance with Policies

At Southern Cross Grammar, Parents and Guardians are expected to:

- Familiarise themselves with and follow school policies (including the Enrolment Policy, Privacy Policy, Child Safety and Wellbeing Policy and Child Safety Code of Conduct).
- Notify the School promptly of relevant medical, psychological, or learning needs, and changes to family circumstances or contact details.
- Attend scheduled interviews, orientation sessions, and information evenings.

### 5.5 Digital Conduct

At Southern Cross Grammar, Parents and Guardians are expected to:

- Use social media responsibly and not post material that is abusive, defamatory, or damaging to the School's reputation or that of its community members.
- Respect SchoolBox and other platforms as professional environments intended to support learning.

### 5.6 Contacting staff

At Southern Cross Grammar, Parents and Guardians are expected to:

- Correspond or communicate with staff in a manner which is reasonable (for example, via email or School apps) in terms of the frequency and volume of communications, and the nature and tone of communications.
- Make appointments at a mutually convenient time to speak to staff over the phone or in person.
- Respect staff members' 'Right to disconnect' outside of school hours. This means refraining from non-urgent communication outside of school hours, including evenings, weekends, and holidays. Staff will respond during working hours in line with their professional responsibilities and the school's communication protocols.

## 6. Prohibited Conduct

At Southern Cross Grammar, Parents and Guardians are expected not to:

- Engage in any behaviour, language, or conduct including in-person or online, that may be considered bullying, harassment, intimidation, discrimination, or offensive toward students, staff, or other members of the school community.
- Use school premises or events as opportunities for confrontation or conflict.
- Attempt to discipline, reprimand, or approach another student or parent regarding behaviour. Behavioural matters must be addressed by school staff only.
- Touch, handle, push, or otherwise physically or sexually engage with students in any way that is inappropriate or unlawful.
- Engage in any form of physical or verbal violence, including threats of violence.
- Intimidate or verbally abuse any member of the school community.
- Make unfounded remarks or accusations.
- Be intoxicated by alcohol or under the influence of illicit drugs or other substances whilst visiting the School, attending School functions or engaging in School related activities.

## 7. Breaches of the Code

At Southern Cross Grammar, a breach of this Code of Conduct by a Parent or Guardian may result in the School taking action, including but not limited to:

- A written warning or formal meeting.
- Restricted communication or attendance at school events.
- Suspension or cancellation of a student's enrolment.
- The issue of an Ongoing or Immediate School Community Safety Order pursuant to the *Education Training Reform Act 2006 (Vic)* or if the conduct is considered unlawful, an immediate report will be made to Victoria Police or other relevant government agency.
- Referral to external authorities in cases of unlawful conduct.

### School Community Safety Order

Under the *Education Training Reform Act 2006 (Vic)*, an Authorised Officer (being the Principal or other member of the School Executive) may issue an Ongoing or Immediate School Community Safety Order to stop or limit parents, carers or other adults who behave in a harmful, threatening or abusive manner towards staff, students and others in the School community.

### Reporting and Addressing Concerns

Any member of the School community who witnesses or experiences behaviour that violates this Code of Conduct should report it to the School's leadership – the Principal or School Executives. The School will investigate and address all reports promptly and fairly.

## 8. Cancellation/Suspension of Enrolment

At Southern Cross Grammar, a breach of this Code of Conduct by a Parent or Guardian may result in the School cancelling or suspending a student's enrolment at any time. Cancellation or suspension of enrolment is at the sole discretion of the Principal and may occur as a result of (but is not limited to):

- A breakdown in the relationship of trust and cooperation between the parents/guardians, the School or its staff to the extent it is detrimental to the education or welfare of the student, or the good of the School
- Failure by the student or parent to follow any School rules, procedures, codes of conduct or behavioural expectations;
- Unsatisfactory conduct, behaviour or attendance of the student.

## 9. Disciplinary Action

At Southern Cross Grammar, the School reserves the right to take disciplinary action in relation to student behaviour, including conduct that occurs outside school hours, where such behaviour impacts other students or staff, or causes undue harm to the School's reputation or property.

Disciplinary action may be implemented in line with the School's Student Code of Conduct and Behaviour Management Policy. This might include detention, suspension, and up to expulsion from the School if in the opinion of the Principal the student is found to have breached the School policies or is found to have engaged in behaviour detrimental to the School, its staff or students.

If suspended, the student is not permitted on School grounds or at School-related events without express permission from the Principal. During this period, responsibility for the student rests solely with the parents/guardians. Suspension does not warrant a refund of fees.

Parents are expected to support the aims, objectives, ethos, rules and policies and discipline of the School. Disciplinary action may be implemented against the student and/or parent if, in the opinion of the Principal, the parent is found to have breached this Parent/Guardian Code of Conduct. In serious cases, this may result in the termination of a student's enrolment.

## 10. Supporting a Child Safe School

Southern Cross Grammar has zero tolerance for child abuse and Parents and Guardians are expected to:

- Support the School's child safety policies and codes.
- Respect the rights of all students to feel safe, respected and supported.

- Immediately report any concerns regarding the safety or wellbeing of a student to the Principal or Child Safety Officer.

## 11. Related Policies and Resources

- SCG Enrolment Policy and Agreement
- SCG Child Safety and Wellbeing Policy
- SCG Anti-Bullying and Harassment Policy
- SCG Behaviour Management Policy
- SCG Uniform Policy
- SCG Complaints and Grievances Policy

## 12. Evaluation

This Code will be reviewed every two years or earlier if required, to ensure it remains relevant and effective.

Any proposed amendments must be endorsed by the Principal and formally approved by the School Board.

## 13. Code Implementation

This Code is provided to parents and guardians at the time of enrolment, and at other times as required by the School. It is supported through the School's ongoing communication, wellbeing programs, assemblies, and pastoral care activities.

All current policies, including this Code, are accessible via the School's intranet (Schoolbox). If you are uncertain about any aspect of a policy or your responsibilities, you are encouraged to seek clarification from a relevant staff member to ensure mutual understanding and alignment with School expectations.