



MANDURAH CATHOLIC COLLEGE

PARENT/ FAMILY APPROPRIATE CONDUCT GUIDELINES

The College is committed to providing safe and secure environments for all community members where all people are treated with kindness, respect and dignity. The College's Mission is to provide a holistic education aiming for the optimal development of each individual. The only way to achieve this, is through joint determination. Creating a positive environment for the effective education of children requires a respectful partnership between home and school.

The purpose of this document is to provide families and volunteers with a guide to the conduct expected of them when they are representing the College in their capacity as a parent, parent helper, volunteer, visitor or guest.

GENERAL GUIDELINES

- Respect the Catholic ethos of the College
- Obey the College rules
- Support College initiatives and programs
- Follow fair and reasonable staff directions
- Model respect and courtesy
- Support the College's fair, ethical and thoughtful methods of disciplining students and efforts to correct poor behaviour
- Use language that is appropriate and of a standard that is expected by the College
- When coming on to College grounds, dress in presentable clothing
- Act in ways that build trust and confidence in the College and Catholic Education.

VOLUNTEERS AND PARENT HELPERS

At Mandurah Catholic College we are lucky to have supportive families who give willingly of their time to assist in areas of need. The College asks that all volunteers and parent helpers:

- Follow instructions and seek clarification from staff in regard to College expectations, policies, procedures and rules
- Model respect and courtesy, especially when a staff member is giving instructions or talking with students
- Refer all discipline matters to a staff member, including matters that involve their own child
- Dress in presentable clothes (or those suitable for the activity) that reflect the staff level of dress
- Volunteers and Parent helpers are to put mobile phones on silent mode for the duration of set activities, so focus can be maintained on the students and the activities in which they are participating.

ONLINE GUIDELINES

Language Online

The responsibility belongs to all family and community members to assist in contributing to a positive College culture:

- Any comments posted by families online should be factual, kind and positive toward our College community

- The appropriate channel for communicating concerns or constructive criticism is to contact the classroom teacher or leadership staff and/or organize a meeting to discuss concerns in person
- As an open forum, any comments posted are visible to MCC Primary families, staff and community members. Public forums are not the place for personal, critical comments about College operations, events or staff.

Resolving Concerns

The College is far better positioned to address concerns via a face-to-face meeting, than comments online. We ask this of families due to the ramifications that can occur following negative online comments. Posts provide a singular perception of an issue that often fails to consider context.

If you have a concern, please contact the relevant staff member to set up a face-to-face meeting so that you can be heard and your concerns addressed properly.

Sharing Photos

Many community members use social media to connect with friends and relatives and have the desire to make connections with the wider community, sharing positive experiences. Some members of the College community may not wish information to be shared online, or in a public forum. Some guidelines to assist families when sharing photos are:

- Seek permission from the staff member in charge of the activity before sharing or posting any photographs or information about the College activity online
- Do not take photos of staff members or parent helpers/ volunteers without their express permission
- Seek permission from parent/ guardians of each child who appears in the photo/s before posting online.