

# Parent Code of Conduct

The start of the school year is a good time to reflect on what it is to be part of the Sacred Heart Community and how we can ensure all members of the community feel valued and respected.

The very foundation of our Sacred Heart ethos speaks to the 'acceptance of humanity'; that is to say that all of us, having 'signed up' to become part of the Sacred Heart tradition, are called upon to treat others with dignity and respect, whatever the personal and professional beliefs we share.

Our Founder, St Madeleine Sophie Barat once said, "your example, even more than your words, will be an eloquent lesson to the world." As such, this Parent Code of Conduct sets an authentic Sacred Heart tone as we work together in partnership to educate your child.

As a school community we will always strive to:

## 1. Demonstrate Positive Relationships

We take pride in embedding within our School a culture of respect for each member of our community in all our dealings (written and/or verbal).

Our Sacred Heart tradition places a value on gratitude and we endeavour to do the same for each member of our community.

To honour our Sacred Heart ethos, we are mindful of our tone and interactions to ensure we model our Sacred Heart values.

## 2. Adhere to Communication Etiquette

Use our wisdom by not sending an email when we are distressed or angry. Rather, "sit on the email" and send it the following morning after reflection and discernment.

For ease of resolving matters for parents and guardians, we have attached a guide of who to communicate with, so you can determine whom best to go to in order to address an issue of concern.

The most immediate person on this list is usually the right person to contact in the first instance. A more formal Complaints Policy is on our website. For any child protection matters you should immediately contact the Principal, Deputy Principal or Head of Junior School.

Staff, in most cases, will respond to emails within a 24 hour period of receiving them between the hours of 8am-6pm: Monday – Friday.

## 3. Organise Meeting Requests in a timely manner

We believe in a strong partnership with our parents and guardians and therefore welcome the opportunity to meet with you or speak on the phone to work through areas of concern.

Where possible, meeting requests should be emailed to the teacher and an appropriate time will be arranged.

To ensure the best outcome of meetings and as teaching staff are fully booked most days, 'drop ins' are discouraged. For a teacher to meet with a parent who arrives unannounced means that the teacher be removed from his/her class to attend the meeting. This is not respectful of the students in their care, nor is it helpful for the parent as the teacher may not have all the information needed to resolve the matter.

We seek to respect your time by preparing for meetings with any parent or guardian.

## 4. Provide exceptional safety at drop off and pick up

It is paramount that all members of the community abide by the directions and guidance provided by the staff on duty at all areas during pick up and drop off.

We welcome your feedback on ways we can improve our safety plans.

## 5. Adhere to our Social Media Guidelines

The guidelines have been formulated to ensure the safety of each child, family and staff.

Community members should not use the title 'Kincoppal-Rose Bay' in any group chat pages. It may lead a reader to believe the page is set up by the School.

Photographs of children should not be taken or posted without the consent of the child or their parents.

Photographs of students in school uniform should not be posted online if it has the potential to reflect negatively on the School or any students or staff. For any queries please contact [comms@krb.nsw.edu.au](mailto:comms@krb.nsw.edu.au).

No social media or messaging apps should be used to denigrate the School or the staff, another student or

their family or any other purpose that does not reflect, respect or model our Sacred Heart values. We ask you to carefully consider anything you post that is identified with KRB and seek to resolve problems if they arise, through the appropriate channels. Posting negative comments in the heat of the moment on a private or group social media page that damages the reputation of the School, its staff or students is unacceptable and will be considered a breach of this Code of Conduct.

Email addresses and contact details are used by the P&F Association to inform parents and guardians of parent community events and events involving children in each year group. They should not be shared without consent, as outlined in the P&F guidelines.

## **6. Celebrate a Sacred Heart Community**

From time to time issues will arise between students and you may wish to alert the classroom teacher or Year Co-ordinator of this matter. Please do not approach parents of children involved or the child themselves.

St Madeleine Sophie Barat sought to build communities by building one relationship at a time. Please be inclusive of and show respect to all members of the community. No-one should feel isolated or unwelcome within our community.

The School will never discuss any child with another parent, unless it is to a parent about their own child/ children.

## **7. Embrace the Co-curricular Program and what it offers our students**

All representative teams are determined subject to the criteria for selection. The criteria is available for parents to view if requested. Queries regarding selection should be discussed with the staff member responsible, not with other parents. Be mindful that teams are selected based on the most appropriate selection at a particular time.

In line with the policies of organizations whose competitions we participate in, we ask that parents and other spectators are respectful of participants, coaches, officials, and other spectators. Concerns about co-curricular should be addressed to the staff member responsible.

## **8. Be fair to all members of a family**

Where some students have parents that are separated or divorced, parents should not attempt to involve the School in any parental dispute that may arise. Staff are 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 they be asked to take any action which would or is designed to disadvantage one party. KRB will of course observe any orders made by a court in relation to a student or communications with parents.

## **Failure to observe this Code**

If a parent fails to observe this Code after being warned about a breach, the School may:

- limit access to a teacher or teachers;
- limit access to the school premises or sporting or other School events; or
- terminate the enrolment of the student.

Your voice and feedback is important to us and we look forward to the 2023 school year ahead with its many opportunities for all members of our community.

Yours sincerely,

**Erica Thomas**

Principal

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<b>My matter relates to:</b>	<b>Point of Contact:</b>	<b>Email</b>
Early Learning	Leader of Early Learning	Nicole Johnson <a href="mailto:johnsonn@krb.nsw.edu.au">johnsonn@krb.nsw.edu.au</a>
Academic Care and Pastoral Wellbeing concerns	<b>Junior School</b>	
	Assistant Head of Junior School	Lisa Netting <a href="mailto:nettingl@krb.nsw.edu.au">nettingl@krb.nsw.edu.au</a>
	<b>Senior School</b>	
	Year 7 Coordinator	Angela Harvey <a href="mailto:harveya@krb.nsw.edu.au">harveya@krb.nsw.edu.au</a>
	Year 8 Coordinator	Kim Toomey <a href="mailto:toomeyk@krb.nsw.edu.au">toomeyk@krb.nsw.edu.au</a>
	Year 9 Coordinator	Anthony Jenkins <a href="mailto:jenkinsa@krb.nsw.edu.au">jenkinsa@krb.nsw.edu.au</a>
	Year 10 Coordinator	Tia O'Carroll <a href="mailto:ocarrollt@krb.nsw.edu.au">ocarrollt@krb.nsw.edu.au</a>
	Year 11 Coordinator	Anastasia Panas <a href="mailto:Panasa@krb.nsw.edu.au">Panasa@krb.nsw.edu.au</a>
	Year 12 Coordinator	Brei Dwyer <a href="mailto:dwyerb@krb.nsw.edu.au">dwyerb@krb.nsw.edu.au</a>
Mandatory Reporting - Physical, Sexual or Emotional Abuse of Students	Principal	Erica Thomas <a href="mailto:principalpa@krb.nsw.edu.au">principalpa@krb.nsw.edu.au</a>
Teaching and Learning concerns	<b>Junior School</b>	
	Assistant Head of Junior School	Lisa Netting <a href="mailto:nettingl@krb.nsw.edu.au">nettingl@krb.nsw.edu.au</a>
	<b>Senior School: Head of Department</b>	
	Drama	Hayley Flowers <a href="mailto:flowersh@krb.nsw.edu.au">flowersh@krb.nsw.edu.au</a>
	English	Janeane Waters <a href="mailto:watersj@krb.nsw.edu.au">watersj@krb.nsw.edu.au</a>
	HSIE	Patricia Smith <a href="mailto:smithpa@krb.nsw.edu.au">smithpa@krb.nsw.edu.au</a>
	Languages	Marianna Carlino <a href="mailto:carlinom@krb.nsw.edu.au">carlinom@krb.nsw.edu.au</a>
	Mathematics	May Wong <a href="mailto:wongm@krb.nsw.edu.au">wongm@krb.nsw.edu.au</a>
	Music	Mark Stublely <a href="mailto:stubleym@krb.nsw.edu.au">stubleym@krb.nsw.edu.au</a>
	Science	Charlotte Young <a href="mailto:youngch@krb.nsw.edu.au">youngch@krb.nsw.edu.au</a>

	Visual Arts	Louise Della Franca <a href="mailto:dellafranca@krb.nsw.edu.au">dellafranca@krb.nsw.edu.au</a>
	TAS	Kelly Taylor <a href="mailto:taylor@krb.nsw.edu.au">taylor@krb.nsw.edu.au</a>
<b>My matter relates to:</b>	<b>Point of Contact:</b>	<b>Email</b>
Boarding concerns	<b>Head of House</b> <ul style="list-style-type: none"> <li>• Jackson</li> <li>• Woodward</li> <li>• Sheldon</li> </ul>	Erin Coughlan <a href="mailto:coughlane@krb.nsw.edu.au">coughlane@krb.nsw.edu.au</a> Sarah Metcalfe <a href="mailto:metcalfes@krb.nsw.edu.au">metcalfes@krb.nsw.edu.au</a> Danielle Fairthorne <a href="mailto:fairthorned@krb.nsw.edu.au">fairthorned@krb.nsw.edu.au</a>
Financial concerns	Director of Corporate Services	Gary Au-Yeung <a href="mailto:auyeungg@krb.nsw.edu.au">auyeungg@krb.nsw.edu.au</a>
Sport concerns	<b>Junior School</b> Head of Sport	Jac Cameron <a href="mailto:cameronj@krb.nsw.edu.au">cameronj@krb.nsw.edu.au</a>
	<b>Senior School</b> Head of Sport	Tom Blyth <a href="mailto:blytht@krb.nsw.edu.au">blytht@krb.nsw.edu.au</a>
Enrolment concerns	Registrar	Raewyn Barrington <a href="mailto:barringtonr@krb.nsw.edu.au">barringtonr@krb.nsw.edu.au</a>
Newsletter and Communications	Marketing Manager	Christine Pace <a href="mailto:pacec@krb.nsw.edu.au">pacec@krb.nsw.edu.au</a>
Property and Maintenance	Head of Property Services	Robert Gianella <a href="mailto:gianellar@krb.nsw.edu.au">gianellar@krb.nsw.edu.au</a>
Technology and IT	Head of ICT	Robert Maurency <a href="mailto:maurency@krb.nsw.edu.au">maurency@krb.nsw.edu.au</a>
Events/ Functions	Events Coordinator	Ashleigh Randich-Potts <a href="mailto:randichpotts@krb.nsw.edu.au">randichpotts@krb.nsw.edu.au</a>
Homework Centre and Library	Head of Library	Amanda Johnstone <a href="mailto:johnstonea@krb.nsw.edu.au">johnstonea@krb.nsw.edu.au</a>
All other matters	Deputy Principal	Elizabeth Clark <a href="mailto:clarke@krb.nsw.edu.au">clarke@krb.nsw.edu.au</a>