



NEWCASTLE
GRAMMAR
SCHOOL

Parent Code of Conduct

Policy Number (PN): 8.2 (b)

Last Revised: September 2025



NGS Policies & Procedures

8.2 (b) Parent Code of Conduct

Reviewed: November 2021

September 2025 - Formatting and updated to reflect changes in AISNSW advice document, inclusion of section 9. Photography Guidelines.

Due for Review: September 2027

1. Introduction

Newcastle Grammar School (NGS) has developed this Parent Code of Conduct so that parents and those with parental responsibilities are aware of and meet the School's expectations with regard to their interaction with NGS, its teachers, other parent/carer(s) and students. Adherence to this Code is important to promote positive and productive relationships within the School community.

All parent/carer(s), students and members of staff are bound by our RISE Values and are expected to interact with each other abiding by these values and conduct themselves responsibly every day following the relevant NGS policies, procedures and guidelines.

Respect

- We acknowledge that a shared humanity underpins respect
- We believe that respect forms the basis of our interactions

Integrity

- Being honest to ourselves and others is central to a worthwhile life
- We aim to demonstrate trustworthiness and responsibility

Service

- We appreciate diversity and understand appropriate and authentic responses
- We desire to enrich the lives of others and understand this, in turn, enriches our own lives

Excellence

- We work together in an environment where the pursuit of excellence is encouraged, fostered and valued
- We understand wellbeing promotes excellence and is dependent on both feeling good about ourselves and doing good for others
- We aim to bring the best version of ourselves to school each day

1.1 Purpose and Scope

NGS is responsible for establishing and administering the policies, procedures and rules which govern the day to day operations of the School. It is important that parent/carer(s) recognise and respect this, adhere and have their children adhere to the School's requirements, and support these decisions.

This Code of Conduct is intended to be made available to all parent/carer(s) upon enrolling their child/ren with NGS.

Permanent and part time staff must abide by the Staff Code of Conduct.

Casual staff must abide by the Casual Staff Code of Conduct.

Volunteers, Contractors and Visitors must abide by the Volunteers, Contractors and Visitors Code of Conduct.

Students must abide by the Student Code of Conduct.

2. Positive Role Modelling

Parent/carer(s), have the privilege and responsibility to role model good citizenship and ethical conduct. This includes:

- being inclusive
- being open minded and adaptable
- accepting cultural and religious diversity
- interacting respectfully with staff, students and other parents
- assume positive intent from all
- appropriate and respectful conduct at functions (including sport and other NGS related events)
- appropriate, lawful and respectful conduct while driving

3. Behaviour Management (Discipline)

NGS expects students to comply with its rules and not engage in behaviour which is harmful to others or is contrary to the values of the School. Parent/carer(s) are expected to support the School in relation to its Behaviour Management (Discipline) policy and not do anything which undermines its authority. It must be understood that in the case of minor disciplinary matters, the School will be the arbiter of what took place and what is a fair punishment it will not engage in debate about the details of the conduct for the appropriateness of the punishment. It will share information it deems appropriate with parent/carer(s).

In relation to more disciplinary matters which may result in suspension or expulsion the School will inform parent/carer(s) of the matter and will deal with it in accordance with the School's Behaviour Management (Discipline) policy. While parent/carer(s) will be consulted, the final decision will be the School's.

4. Interaction with Staff

NGS conducts regular meetings between staff and parent/carer(s) at which the student's progress can be discussed. There may be other times when a parent/carer(s) or staff member requests a meeting to discuss particular issues that may arise during the course of a student's schooling.

If a parent/carer(s) wishes to meet with a staff member, they should make an appointment so that a mutually convenient time can be arranged. This can be done through Reception.

Parent/carer(s) should never attempt to contact a staff member at their home or their personal mobile phone, unless with the permission of the Head of School.

Parent/carer(s) can make an appointment to meet with relevant staff about any particular concerns they may have relating to their child. For the Primary School, this may involve the Classroom Teacher (K-6), Head of Wellbeing K-6 or Head of Primary. In the Secondary School, an appointment can be

made with the Head of House (Wellbeing) or Head of Department (Academic). The Deputy Head – Learning and Teaching or the Director of Curriculum and Assessment may also be contacted.

Please understand that teachers are busy and an organised appointment is the best way to contact teachers rather than trying to talk with staff before the school day begins or sending multiple emails about matters that would be best managed face to face.

It is important that parent/carer(s) show respect for staff and not publicly criticise them or seek to undermine their authority. If a parent/carer has a particular concern about a member of staff, they can raise it with the staff member concerned or with the Head of School. However, when doing so they should observe the general rules of conduct set out in this Code.

NGS has a duty of care to protect all staff and for this reason any aggressive or abusive behavior will not be tolerated.

5. Complaints

If a parent/carer has a complaint about services provided by the School or have concerns about the behaviour or decisions of NGS students or staff, please refer to the School's [Complaints Resolution Policy and Procedures - School Community](#).

If a parent/carer wishes to make a complaint, they should not use rude or abusive language. This is not productive and can make it harder to resolve concerns.

6. Interactions Generally

Communications whether verbal or in writing with other members of the School community whether teachers, operational or support staff, other parent/carer(s) or students should:

- show respect, courtesy and consideration;
- not harass or bully another person;
- not use intemperate language; and
- not be confrontational.

Social media should not be used to criticise or denigrate others in the School community.

7. Sport

Parent/carer(s) are welcome to attend sporting events, but should exercise restraint when supporting school teams. In particular, this should not abuse, threaten or otherwise seek to

intimidate an umpire or referee or be directed against a player, or any NGS representatives.

The sports coaches at the School, pick teams based on their view of the most appropriate selection at the relevant time. It is not appropriate for parent/carer(s) to complain about the failure of their child to be picked for a particular team.

8. Separated Parents

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. The School 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. Nor should it be asked to take any action which would or is designed to disadvantage one party. The School will observe any orders made by a Court in relation to a student or communications with parents. The School requests notification of *any* changes to family circumstances as this will allow for appropriate support mechanisms to be put in place for your child if required. You must also keep your contact details up to date for School communication, specifically in the case of an emergency.

9. Photography Guidelines

We recognise that parents and carers enjoy photographing and recording the progress of their child at school and on school activities. We recognise that many of you like to share these personal memories online and on social media. We ask for your cooperation and care concerning the use and distribution of photographs of other children at our school. Some families have very real legal and safety issues which could put a child at risk if an image is made public online. More generally, it is respectful of the privacy of other members of the school community to ask permission before posting an image online. Even if your social media settings are private, it is easy for images to become public, particularly if they are tagged or shared by others.

Best practice guidelines

The following best practice guidelines have been adopted by our school to keep our students and school community safe, and to ensure respectful practices concerning the use of social media. When taking photographs or recordings at school or at school events and your images include other identifiable persons please follow these guidelines:

- Crop out other students or seek the permission of the student or (for students under 16) his or her parent/carer before posting online.
- Do not tag or name the person without permission.

- If a parent or carer requests that you do not circulate an image of their child to others, please comply with the request.
- Please seek the permission of our staff to photograph or record their activities at school. Photography of staff presenting or receiving awards is permitted.

10. 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 school premises or sporting or other school events; or
- terminate the enrolment of the student.