



**STONYHURST**  
INTERNATIONAL SCHOOL  
PENANG

## 2024/25 Parent and Community Code of Conduct

Name of Policy:	Parent and Community Code of Conduct
Date of Policy Revision:	June 2024
Revised by:	Principal
Approved by:	Principal
Date approved:	June 2024
Date of next revision:	June 2025
By whom:	Principal
Location(s) where Policy can be found:	<a href="https://drive.google.com/drive/u/0/folders/1po9KUVrSSzZr2ISZozJQ6-114nhdGixy">https://drive.google.com/drive/u/0/folders/1po9KUVrSSzZr2ISZozJQ6-114nhdGixy</a>

At Stonyhurst International School, Penang we welcome parents\* and other members of our diverse community into our School.

Working together with their School community,\*\* School staff support the learning and wellbeing of every pupil and are entitled to a safe work environment.

Parents and other visitors to the School support safety by ensuring their communication and conduct on campus and at School activities is respectful. The application of this Code is not limited to the School site and School hours. It extends to all activities and events that are School-related and when visiting or representing the School.

Elements of Engagement	It is expected that parents and visitors to our School communities will:	Parents and visitors to our School communities demonstrate this by:
<b>COMMUNICATION</b>	<ul style="list-style-type: none"> <li>● Be polite to others</li> <li>● Act as positive role models</li> <li>● Recognise and respect personal differences</li> <li>● Use the School's formal and directed communication process to address concerns</li> </ul>	<ul style="list-style-type: none"> <li>● Using polite spoken and written language</li> <li>● Speaking and behaving respectfully at all times</li> <li>● Being compassionate when interacting with others</li> <li>● Informing staff if the behaviour of others is negatively impacting them or their family</li> <li>● Respecting staff time by accepting they will respond to appropriate communication when they are able to</li> <li>● Requesting a meeting to discuss any concerns about their child's education - allowing staff time to prepare and appreciating time may be limited</li> <li>● Responsibly using WhatsApp and other instant messaging applications when creating or participating in parent groups. This means refraining from sending negative, personal, or unfactual comments about staff and/or pupils. This includes speculative information.</li> <li>● Respecting the privacy of all staff by not requesting staff members personal phone numbers or email addresses, staff will not give out this information so please don't ask</li> </ul>
<b>COLLABORATION</b>	<ul style="list-style-type: none"> <li>● Parents ensure their child attends School ready to learn</li> <li>● Support the pupil Code of Conduct</li> </ul>	<ul style="list-style-type: none"> <li>● Taking responsibility for their child arriving and departing School safely every day</li> <li>● Reading and encouraging their child to understand and follow the pupil Code of Conduct</li> </ul>

<b>SCHOOL CULTURE</b>	<ul style="list-style-type: none"> <li>● Recognise every pupil is important to us</li> <li>● Contribute to a positive School culture</li> <li>● Work together with staff to resolve issues or concerns</li> <li>● Respect people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>● Valuing each child's education</li> <li>● Upholding the School's core beliefs and values</li> <li>● Acknowledging staff are responsible for supporting the whole School community</li> <li>● Speaking positively about the School and its staff</li> <li>● Not making negative comments or gossiping about other School community members, including pupils - in person, in writing or on social media</li> <li>● Understanding, at times, compromises may be necessary</li> <li>● Strictly adhere to the School's policies and procedures as required</li> <li>● Considering the privacy of all the School community members at all times, and understanding that the School cannot share confidential information.</li> <li>● Understanding that the use of images/videos of School staff/children on personal social media accounts goes against our duty of care and child safeguarding policies.</li> <li>● Understanding that any false accusation against a member of the School community will be followed up with consequences..</li> </ul>
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*\* The term 'parent' refers to parents, carers, guardians and people who exercise parental responsibility for a child. \*\* The term 'school community' refers to the staff, pupils, parents, Board of Governors, local business and community organisations and visitors to the School.*

**Breach:**

Parents and visitors who breach the Code of Conduct will be contacted by the applicable Principal and appropriate action, such as, but not limited to; short and long-term bans from campus and school events, restrictions on who the parent/community member can communicate with at the School and formal reporting of incidents recorded, will be taken.

**Related Policies:**

- Pupil Code of Conduct
- Staff Code of Conduct
- Class WhatsApp Group Agreement
- Child Safeguarding Policy
- Behaviour Management Policy (Junior School and Senior School)
- Staff Wellbeing Policy



## DECLARATION

The parent or legal guardian of the pupil must complete this:

I, the parent or guardian of (name of pupil) \_\_\_\_\_

Have received a copy of the Parent Code of Conduct and the Pupil Code of Conduct (available online).

**I have read and understood both of the documents.**

**I agree that I shall observe the guidelines and conditions contained therein.**

Name of Parent or legal guardian:

\_\_\_\_\_

Signature of Parent or legal guardian:

\_\_\_\_\_

Date Signed:

\_\_\_\_\_