



**AL IMAN**  
**COLLEGE**

# STRIVING TOGETHER PARENTS' CODE OF CONDUCT

Allah Subhanahoo Wata'ala Says in the Holy Quran: "And verily, you (O Muhammad) are on an exalted standard of character." (Quran 68:4)





# AL IMAN COLLEGE

## 1. College's Core Beliefs

Al Iman College has a number of core beliefs and values. Our beliefs and values are derived from the Islamic ethos and the College's Mission in accordance with teachings of the Holy Quran and the life of Prophet Muhammad ﷺ.

Allah ﷻ Says in the Holy Quran:

1. "And verily, you (O Muhammad) are on an exalted standard of character" [Quran 68:4]
2. "Indeed, Allah enjoins justice, and the doing of good to others; and giving like kindred; and forbids indecency, and manifest evil, and wrongful transgression. He admonished you that you may take notice." [Quran 16:91]

Prophet Muhammad ﷺ said:

"The best of people are those with the most excellent character." [Tabarani, Sahih]

In light of the above saying of Almighty Allah ﷻ and Prophet Muhammad ﷺ, our belief is that all students, parents, teachers and staff have the right to be safe and feel safe in their college community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety or wellbeing of others.

This Code of Conduct provides parents and community members with guidelines for the effective development of positive relationships within the College Community and assists in promoting the values that are in keeping with the College's Mission.

## 2. Aim

Al Iman College aims, with your cooperation and support, to provide the best education for your child. To ensure such cooperation and support, this Code of Conduct outlines the college's expectations for all parents and guardians (collectively) with students enrolled at the College.

In developing this Code of Conduct, the School recognises that Parents ultimately want the best for their children. However, the College also expects Parents to recognise that it must ultimately balance the interests of all of the College's stakeholders (including not only students and Parents, but also the College's staff and their right to a safe working environment). This Code of Conduct operates in addition to any other College policies and procedures which apply to Parents and may be varied from time to time by the College in its absolute discretion.



### 3. Scope

For the purpose of this Policy 'College Community' comprises the Principal, staff, coaches, employees, students, parents, guardians, step-parents, relatives, friends, supporters, carers and invitees of the College, when in the College environment or when attending any College related function or activity at any other location.

Parents/guardians and students agree to be bound by the Parent Code of Conduct when parents/guardians sign the Enrolment Agreement with the College. Although stepparents, relatives, friends, supporters and carers of the students at the College are not a party to that Enrolment Agreement, this Parent Code of Conduct is a guide for them about expected standards of behaviour.

### 4. Guiding Principles

The following principles provide the framework for this Code of Conduct:

- Responsible citizenship involves appropriate participation in the civic life of the College. Active and engaged members of the Community are aware of their rights but, more importantly, accept responsibility for protecting their rights and the rights of others.
- Insults, disrespect and other hurtful acts are disruptive and are a direct contradiction of the College's Mission and Values.
- Members of the College Community have a responsibility to develop and maintain an environment where conflict and difference can be addressed in a manner characterised by respect, civility and dignity.

### 5. Parental Role

Parents/guardians play an important role in the education of their children and have a responsibility to support the efforts of the College in maintaining a safe and respectful learning environment for all students. Parents fulfil this responsibility when they:

- Show an active but non-invasive interest in their child's college work and progress;
- Communicate regularly with the college;
- Help their child be neat, appropriately dressed and prepared for College;
- Ensure that their child attends College regularly and punctually;
- Promptly report to the College their child's absence or late arrival;
- Become familiar with the Parent Code of Conduct and College Rules;



- Encourage and assist their child in following the standards of behaviour; and
- Work with the College in dealing with disciplinary issues involving their child.

## 6. Being A Positive Role Model and Supporting the College

Parents are expected to support the educational ethos and values of the College, model appropriate behaviours for their children to learn from, and work with the College as it educates and provides wellbeing support to all students.

Parents can support the College and be positive role models by doing, for example, the following:

1. Comply with the College's policies, procedures and directions, and ensure their children do the same.
2. Respect (and show to their children they respect) that the College is inclusive and welcomes students and families from a variety of backgrounds, and with different needs.
3. Complete forms and provide updated and accurate details and permissions in a timely manner when requested to do so by the College.
4. Encourage their children to actively participate in the life of the College, including in the many sporting and co-curricular activities available (noting that some will be compulsory).
5. Be responsive to concerns raised by the College about their own child, including by being cooperative, providing information and attending meetings when required.
6. Keep the College informed about a child's behavioural, educational, health or social/emotional needs, including by providing updated medical information as it becomes available. However, Parents need to also appreciate that while the College will take into account any new information, the College cannot accommodate every need.
7. Keep the College informed about a child's parenting arrangements, including any court orders that may be in place and ensure that any updated/amended court orders are provided to the College in a timely manner.
8. The College may seek additional information regarding these arrangements as appropriate. However, Parents should not involve the College in parenting disputes, or expect the College to act as the go-between for estranged Parents.
9. Recognise the damage that gossip can do within a college community, and avoid unconstructive commentary (including criticism, uninformed rumour or speculation) with other Parents, including on social media.

## 7. Behaving respectfully towards all members of our community

Al Iman College expects that parents will behave respectfully at all times towards the College's staff (including employees, contractors and volunteers), students and other Parents. This applies not only to words used, but also to tone and body language.



“Respect” is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful:

1. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
2. Actual or threatened aggression or violence.
3. Behaviour that causes a risk to a person’s health and wellbeing.
4. Defamatory or disrespectful comments.
5. Gossip, rumour, and innuendo.
6. Raising one’s voice, or using offensive language, while communicating.
7. Age-inappropriate language when communicating with children.

## 8. Use of technology and social media

The expectations set out in this Code of Conduct can also apply to the way a Parent uses technology and behaves online.

For example, Parents should:

1. Respect a staff member’s professional and personal boundaries, by not using their personal online presence to raise College matters (or otherwise engage in disrespectful behaviour).
2. Not take photos, videos or other recordings of another student without their Parent’s consent, and not publish information (including personal details, contact information, images and recordings) concerning a staff member, Parent, student or other member of the College community online or elsewhere without express consent.
3. Avoid publishing information which may bring the College (or any of its staff, students, Parents and other members of the College community) into disrepute. This includes where an image or recording shows a student in College uniform behaving inappropriately.
4. Not communicate with other students outside of the College, including by email or on social media, without prior consent from that student’s Parent(s).
5. Not discuss confidential or sensitive College matters, including in relation to grievances about a particular staff member or student.
6. Not set up any online website, forum or group which features the College’s name in its title, or which may suggest that it is operated or sanctioned by the College.



## 9. Attending Activities

College Community members must respect the College's risk-management procedures when visiting the College. Parents should immediately proceed to Male Reception for males and Female Reception for females upon arrival to sign in, and should only enter a classroom or other student environment when invited to do so by a staff member. This requirement does not apply when visiting the College only to:

1. Attend an activity or event to which all members of the College community have been invited;
2. Access Student Services/Junior School Reception for a particular purpose (such as dropping off an item of clothing);
3. Attend special functions e.g. Assemblies; or,
4. Drop off or collect a child from College;

When visiting the College, or attending College activities and events, Parents should model appropriate and respectful behaviours. This includes:

1. Demonstrating good sporting conduct and fair play and respect when attending the College's Quran Competition, art exhibition and sporting events.
2. Complying with applicable occupational health and safety and risk-management procedures.
3. Complying with any reasonable directions given by the College staff.
4. Showing appropriate care and regard for the property of the College and others. Any damage should be promptly reported to the College.
5. Dressing appropriately for the occasion.
6. Not being under the influence of drugs or alcohol.

## 10. Drop off / pick up

When dropping off and picking up students from the College, parents are expected to ensure the health and safety of all members of our College community, as well as the wider community, at all times.

Parents must comply with all directions, instructions by traffic/security staff and traffic rules and any College traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely.



## 11. Responsibility for others

Parents are expected to ensure that other individuals involved in their child's life, such as other relatives and carers, also comply with this Code of Conduct.

## 12. Food treats

Parents are required to seek management's approval before sending food to be shared with their child's class or friends.

## 13. Gifts for students or staff

Parents are not allowed to send any gift for any staff member or any other student.

## 14. Raising concerns appropriately and productively

The College is committed to the education and wellbeing of each student. It is therefore critical that Parents are able to raise any suggestion, compliment, genuine concerns and grievances they may have about such matters in an appropriate, constructive and respectful forum.

The College's grievance-management procedures are set out in the Al Iman College's "Managing Complaints and Grievances Policy". This policy sets out how concerns and grievances may be raised with the College; who they should be raised with; and how the College will deal with these in a respectful and timely manner.

Parents with concerns and grievances should consult the policy. However, in general:

1. Parents should not communicate with another student about an issue concerning their own child. Parents must not attempt to discipline a student who is not their child and should not raise their voice or be aggressive or hostile when communicating (verbally or non-verbally) with another family's child.
2. Parents should raise their concerns with their child's teacher or Homeroom Teacher of Year in the first instance. More serious concerns or grievances, including where a Parent is dissatisfied with a teacher's response to a concern, maybe raised with the appropriate member of the College leadership (as set out in the policy).
3. Parents should raise their concerns by email or through the phone call. If required, then with mutual agreement, both parties can arrange a face-to-face meeting.
4. Parents should clearly set out their concerns and grievances, and what they would practically like to see happen.
5. Parents should appreciate that while the College is committed to dealing with their concerns and grievances in a timely manner, it will not always be practicable for staff to provide an immediate acknowledgement or response (particularly where a concern or grievance is sent by email). The



College staff should respond within three working days acknowledging the receipt of the grievance.

6. Parents should respect that the College employees are experienced educators and other professionals who are well-trained in making academic, disciplinary, extracurricular, pastoral and wellbeing decisions every day. Understand that while the College will always take into account the interests of the Parent's child, the College must ultimately make decisions that take into account the interests of all students (and others who may be affected by the College's decisions).
7. Parents should recognise that just as the College will seek to respect each student's privacy, the College will also respect the privacy of other members of the College community. This means there are limits to what information the College will share with a Parent when issues arise. This does not mean that the College is not taking an issue or situation seriously or hiding information from a Parent.
8. If a Parent is not satisfied with the College's response to a concern or grievance, Parent may request an internal review of the College's decision. The College respects a Parent's rights to invoke formal grievance-resolution procedures. However, Parents who refuse to engage in constructive processes that may resolve their grievances, or who choose to publicly air their grievances about the College (and in particular about staff or students) on social media, are not welcome.

## 15. Breaches of This Code of Conduct

The Principal will have absolute discretion for deciding how to best respond to concerns about a Parent's compliance with this Code of Conduct.

Where the Principal considers that a Parent has breached this Code of Conduct, the Principal may implement one or more of the following consequences (and not necessarily in any particular order):

1. A request that the relevant conduct immediately cease.
2. A written warning.
3. A Parent (or another relevant person) being banned from the School grounds, either for a particular period of time or permanently.
4. A Parent (or another relevant person) being excluded from School activities or events.
5. A requirement that a Parent (or another relevant person) only communicate with a nominated School representative.
6. Termination of the enrolment of a Parent's student(s).

If staff and/or volunteers feel that a Parent is being inappropriate, they are encouraged to indicate this and ask that it stop. If it does not, or if a staff member feels that a Parent's actions are posing a risk to their or someone else's health and wellbeing, they should contact their respective head/supervisor to report any inappropriate behaviour. A decision may include immediately concluding a meeting or phone call, or by demanding that a Parent immediately leave the College grounds (or a College activity or event).





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## Evaluation:

This policy will be reviewed as part of the College' four year review cycle.

<b>Date Reviewed/Implemented</b>	Week 8 – Term 2 – 2021
<b>Next Review Date</b>	Week 8 – Term 2 – 2025 (or earlier if deemed necessary)

