



STUDENT AND PARENT CODES OF CONDUCT

1. INTRODUCTION

As an Islamic school, Minaret College prides itself in the way its students conduct themselves inside and outside the school. We promote the practice of Islamic principles that focus on respect, kindness and generosity. Our approach to student management and wellbeing is proactive, interactive, collaborative and restorative in nature. Our College values focus on rights and responsibilities, routines, rituals, rules, benefits and consequences for conduct. The goal is to enable students and empower them to manage their behaviour, their relationship and their learning by themselves.

2. STUDENT CODE OF CONDUCT

Students have the rights to study in a safe learning environment free from harassment and bullying. They also have the rights to be treated fairly by school staff, have their opinions respected and any concerns listened to.

It is expected that every student will:

1. Uphold the Islamic ethos of the school.
2. Behave in a way which does not compromise the safety and wellbeing of others, reporting any concerns to appropriate staff (for example: Teachers, Coaches, Head of School, Head of Campus or Principal).
3. Be kind, accepting and respectful towards others; inclusive of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, and children with a disability.
4. Follow the school rules and procedures as required.
5. Listen to and follow teachers' instructions, complete work and homework to the best of one's ability, participate in activities, ask for help or clarification when needed.
6. Attend school regularly, be on time for classes and not to leave the school premises without permission.
7. Wear the prescribed school uniform, without make-up, tattoos, jewellery, nail polish or hair products.
8. Maintain an appropriate standard of behaviour when traveling to and from school, and when in school uniform.
9. Take care of their own belongings, respect the property others, take care of and protect school property and equipment, reporting any damage or misuse to teachers in charge.
10. Be responsible for and ensure the school and classroom environment is kept clean and tidy at all time.
11. Avoid both online and offline activities which could damage the school's reputation.

This Code of Conduct should be read in conjunction with other school policies, including Attendance Policy, Student Promotion Policy and Student Discipline Policy.



3. PARENT CODE OF CONDUCT

Minaret College is an Islamic school and we expect all parents to support the ethos of the College. Our school community is diverse and we work together with parents/guardians to provide a well-balanced educational setting and guide all students to become responsible citizens, keeping in mind the school motto "Faith-Knowledge-Practice".

Partnership between parents and school is crucial. We value parents' engagement and contribution as we all play a key role in children's education.

It is expected that all parents will:

1. Support the College in its obligation to provide a safe and pleasant school environment, conducive to learning. Minaret College has a zero tolerance policy regarding violence of any kind.
2. Work in conjunction with the school, in supporting the implementation of school ethos, procedures and policies, keeping in mind the school's Child Safety Policy and Child Safety Code of Conduct.
3. Ensure their child/children attend school on time and provide absence notes/medical certificates when they are absent.
4. Timely fulfil all financial obligations, such as paying school fees, excursions, incursions and camps, deliberate damage caused by their children.
5. Promptly respond to school communication and correspondence, such as phone calls, surveys and excursion notifications.
6. Check the child's diary and sign it weekly.
7. Provide and update the school with all relevant personal information like change of address, phone numbers, employment status, etc.
8. Respect the privacy and other rights of all children, parents, visitors and staff and treat everyone with courtesy.
9. Refrain from harassment and bullying while in school or attending school related functions.
10. Ensure their actions do not bring the school into disrepute, acting either offline or online.
11. Raise their concerns with relevant school staff.

Parents have the rights to:

1. Be treated fairly by school staff.
2. Receive a written report and/or oral interview regarding their child's academic progress.
3. Be informed about the child's wellbeing and receive timely feedback or reports.
4. Meet with the class teacher and/or senior staff to discuss their child's progress in a courteous manner.
5. Receive other notifications from school, which may include SMS, app notifications, phone calls, emails, letters, invoices and surveys.
6. Expect teachers to be responsive to general and reasonable home situations.

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Breach of Code of Conduct

If parents breach this Code of Conduct they will be contacted by the relevant Head of School. The consequences will be determined by the Head of School and Head of Campus, which may include:

- writing a reminder/warning letter to parents
- restricting parents' access to certain school staff, or
- banning parents from coming onto school grounds and attending school functions.

Parents who continually breach the Code of Conduct will be referred to the Head of Campus and Executive Principal, who have full discretion to take action, which may include the cancellation of enrolment of their children.

If parents believe the school breached its duty of care they can use the school's Grievance and Complaints Resolution Policy to address the matters.