



Loreto
COLLEGE BALLARAT | EST.1875

Parent Charter



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1. Introduction

Loreto College Ballarat is a welcoming, friendly community where each person is valued and where spirituality and learning are nurtured. With the Catholic perspective that formed the spirit and virtues of Mary Ward, young women are educated to strive for personal excellence.

(Loreto College Ballarat Vision Statement)

Loreto College Ballarat (the **College**) exists to:

- provide the community with a place of sound education and learning, dedicated to the attainment of excellence;
- educate young women within the framework of the Christian Faith and the Catholic tradition, nurturing them to become spiritually mature women;
- offer a quality wellbeing program which interconnects with and is integral to the holistic learning of our students, nurturing their wellbeing as individuals and developing their sense of connectedness and belonging; and
- encourage each student to discover, and to develop to the utmost extent, their individual skills, capabilities and competencies to become confident, well-educated individuals prepared to contribute as citizens, to work and live with others and to find satisfaction in their chosen life path.

We achieve these objectives by strong reference to the five Mary Ward values drawn from the Gospel of Jesus Christ and which guide our teaching and learning philosophy:

- Freedom
- Justice
- Sincerity
- Verity
- Felicity.



2. Rationale

At the College, we aim to provide an open, welcoming, inclusive and safe environment for all.

When accepting a place at the College, parents are deemed to have accepted our values and expectations and be committed to support and promote them. It is our expectation that the family and student are willing to participate fully in the life of the College, including the religious and faith dimensions of a Loreto education.

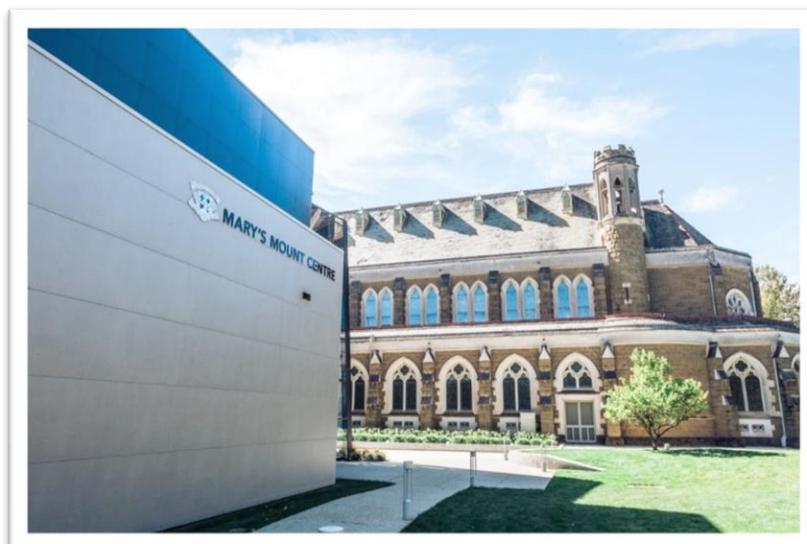
The College strives to nurture a partnership between parents and staff where:

- all relationships are based on mutual respect, trust and a spirit of collaboration in accordance with the ethos and values of the College;
- parents are recognised for the primary role they play in their child's faith formation, learning and wellbeing
- teachers and staff are respected for their professional skills and competence in educating students;
- parents and the College work in partnership to achieve the best possible outcomes for each student.

We fulfil our educational vision in partnership with parents and students; thus our expectation of parents is that they are actively involved in their daughter's education. This involvement may take a variety of forms, including attendance at functions specific to the educational programme of their children.

Parents are expected to support the philosophy, values, policies and practices of the College. Parents do this by abiding by the tenets of the Parent Charter, as enunciated, and also by assisting their child to meet her own commitments to learning.

The College has a moral, legal and mission-driven responsibility to create nurturing College environments where children and young women are respected, their voices are heard and they are safe and feel safe.



3. Scope

The Parent Charter outlines the way in which the College requires all parents, visitors, associates and family members to conduct themselves when visiting the College, participating in College activities and communicating with members of our College community including students, staff, other parents and visitors. Adherence to this Charter is important to promote positive and productive relationships within the College's community.

The Charter applies to all adults including parents, guardians, associates, step parents, grandparents, extended family, babysitters and any others while involved in activities or communications related to the College. For ease of use, the term "parents" will be used throughout the document, but includes all the aforementioned.

This Charter should be read in conjunction with other College policies that are publicly available on the College website, especially:

- the Loreto Schools of Australia Mission Statement;
- the Loreto College Ballarat Vision Statement;
- the Enrolment Policy;
- the Privacy Policy;
- the Statement of Democratic Principles;
- other policies available on the website.



4. Responsibilities

Parents play a key role in the education of our students and are our students' most significant role models. Accordingly, the College expects a high standard of personal behaviour from parents when they are on College grounds, attending College events, communicating with staff, students or other parents or otherwise participating in College life.

Without limitation, it is expected that parents will comply with the following.

Communication

Parents must treat others with fairness, courtesy and respect at all times. Parents must use courteous and acceptable written and verbal language in all communication with students, staff, and other parents and members of the College community. It is never appropriate to use aggressive or provocative language, ironic or cynical comment, angry or uncontrolled tone, nor insulting, harassing or profane language.

Communication with College Staff

As the priority for College staff is the wellbeing and education of all students in the College, all staff need to feel safe in their environment. Communication with staff should therefore be thoughtful, prepared, measured, factual and reasonable. We work to avoid the stress or anxiety which may sometimes be caused through poor or aggravated tone in rushed or emotional communications.

The role of a teacher does not allow academic staff to respond instantaneously to emails and telephone calls. Reasonable response time is defined as "within twenty four hours". In general, responses from staff to parents are not expected out of normal College hours or in College holiday periods.

Communication with the College Board

The College Board welcomes feedback. If communication at Board level is appropriate, letters may be directed to the Chair of the Board.

Communication with Other Parents

At all times, parents are expected to be positive advocates of the College, their College of choice. The College greatly values and expects the positive advocacy of its community.

Parents respect the privacy of other parents' email addresses, addresses, phone numbers and other details, which, when distributed for whatever reason, are to be used for College matters only.

Notification of Court Orders

If required by law, parents must notify the College of areas of potential conflict, such as parenting and family law court orders, and observe the terms of any order.

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Parental Behaviour at Sporting Events and Other Co-curricular Activities

Parents are welcome to attend sporting events during which they are expected to model good behaviour towards the opposition and umpires at all times, in the spirit of the game and in line with College values. This expectation follows for any out of hours event.

Participation in Reportable Conduct Investigations

The College has obligations under the *Child Wellbeing and Safety Act 2005 (Vic)* to conduct investigations where allegations of "reportable conduct" or misconduct involving children are made against employees at the College. Parents are required to assist the College in discharging its obligations under the reportable conduct scheme, by participating in investigations if requested to do so by the College.

Vexatious Complaints

Parents must not make vexatious complaints. Complaints that are held to be vexatious take up considerable time and resources. Parents may be asked to fund the legal costs associated with the College investigating or attempting to resolve a complaint held to be vexatious.

Visiting during College Hours

Whilst we welcome parents and guests to our College, the safety of our students is our first responsibility. We abide by Ministerial Order Number 870.

The College is a secure site with clear protocols and procedures for visits, which include:

- All visitors to the College are required to sign in at Reception so that their presence in the College is recorded in the event of an emergency and for safety and security.
- Parents will comply with all safety and emergency procedures in place at the College in the event of an emergency while they are on the College premises.
- When attending any kind of College assembly or public meeting, parents listen respectfully, giving due attention to the speaker/s. Often questions are invited; otherwise, any questions may be asked post-presentation if relevant.
- Parents, staff, students and peers are mutually respectful and polite on College premises.
- Parents are not permitted in classrooms.
- Parents must not attend College grounds or events if affected by alcohol or other intoxicant. If the consumption of alcohol is sanctioned at a College event, it is expected that it will be consumed responsibly.

Separated Parents

Parents who are separated or divorced should not attempt to involve the College in any parental dispute that may arise. The College 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

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any action which would or is designed to disadvantage one party. The College will, of course, observe any orders made by a Court in relation to a student or communications with parents.

Social Media

When using social media, parents must:

- not discuss or mention the College, its staff or any members of the College community in a negative or defamatory way;
- be respectful to staff, contractors, volunteers, other parents, and/or students;
- not use it as a means to voice grievances about the College;
- not post photographs of students in school uniform representing the College and its students if they have the potential to bring negative connotations towards the College and its staff and students;
- never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
- not make contact with students (other than their own) using any form of social media without the express consent of the student's parents;
- never post sexually inappropriate other material that may damage the reputation of the College.



5. Consequences of a Breach

A condition of enrolment is acceptance of the Parent Charter. Any member of the College community may notify the Principal of a breach of the Parent Charter.

On notification of a possible breach, the Principal or their delegate will investigate the complaint and recommend a course of action to the Principal. In summary the following are possible outcomes of a serious breach of the Parent Charter:

- Resolution is reached after a meeting and no further action is required;
- The complaint is upheld, and the Principal gives a caution that a breach has occurred and that a further breach will not be tolerated;
- Parents or other participants involved in a dispute may be requested to attend a mediation facilitated by the College;
- The College may ban a parent from entry to the College grounds or from attending College-related co-curricular activities or other events;
- The College, where appropriate, may involve other authorities;
- An intervention order is sought against the relevant person. The intervention order will detail the limitations and constraints imposed on the named individual;
- The College may direct that a parent may only communicate with members of staff through a nominated College representative;
- Where the breach constitutes clearly unacceptable behaviour on a visit to the College, it may result in the issue of trespass warning to the parent. In extreme cases, and, if the behaviour continues, parents will be reminded that a condition of enrolment is acceptance of, and alignment with, College values, the Parent Charter, and the Commitments agreed to upon enrolment.
- Termination of a student's enrolment at the Principal's discretion.
- Such other steps as the College deems appropriate according to the nature of the breach.

6. Other Applicable Documentation

The Parent Charter should be read in conjunction with the following documentation that can be provided in hard copy or available on the College website:

- The **Enrolment Policy** - <https://loreto.vic.edu.au/wp-content/uploads/Enrolment-Policy-Loreto-College-Ballarat.pdf>
- The **Conditions of Enrolment** - <https://loreto.vic.edu.au/wp-content/uploads/Conditions-of-Enrolment-Approved-by-College-Board-18.9.19.pdf>
- The educational services provided by Loreto College as outlined in the applicable **Year Level - Student Curriculum Handbook** <https://loreto.vic.edu.au/loreto-education/year-level-information/>
- The **Schedule of Fees** for the applicable years of enrolment <https://loreto.vic.edu.au/loreto-education/enrolment/fees/>
- Loreto College Policies - <https://loreto.vic.edu.au/loreto-college/governance/policies-2/>

Specifically:

- **Shared Behaviour Code of Conduct – Parents, Students and Staff**
<https://loreto.vic.edu.au/wp-content/uploads/Shared-Behaviour-Code-of-Conduct-2021.pdf>

Parent Charter

✂ (return this section to the Registrar with completed enrolment forms)

6. Parent Contract

In supporting my/our child's enrolment (insert child's name) as a student at Loreto College Ballarat, acknowledge that I have read and agree to comply with the Parent Charter.

1. I accept that breaches of the Parent Charter carry consequences for my child and myself.
2. I have read and agree to the **Shared Behaviour Code of Conduct – Parents, Students and Staff** <https://loreto.vic.edu.au/wp-content/uploads/Shared-Behaviour-Code-of-Conduct-2021.pdf>
3. I understand and agree to the educational services provided by Loreto College as outlined in the applicable Year Level - Student Curriculum Handbook <https://loreto.vic.edu.au/loreto-education/year-level-information/>
4. I agree to pay the fees as outlined in the **Schedule of Fees** for the applicable years of enrolment <https://loreto.vic.edu.au/loreto-education/enrolment/fees/>

Full Name - Parent/Carer 1: _____

Signature - Parent/Carer 1: _____

Date: _____

Full Name - Parent/Carer 2: _____

Signature - Parent/Carer 2: _____

Date: _____

*Where only one parent/carer is responsible for enrolment and fees this must be indicated on the **Enrolment Form**.*