Date: May 2024
Review Date: August 2026
Responsibility: Deputy Headteacher Pastoral

EPSOM COLLEGE MALAYSIA

Epsom College in Malaysia Parent Code of Conduct

At Epsom College Malaysia we are committed to safeguarding and we believe that the education and well-being of our students are a collective effort involving students, teachers, and parents. We value the active participation of parents to foster a supportive learning environment where children can feel safe and fulfil their potential. At Epsom we are extremely fortunate to have an incredibly supportive parent body and we aim to foster collaboration and trust between parents and the school. As a school we endeavour to model the behaviour that we aspire to see in our students. In turn, we ask that parents/guardians adhere to a code of conduct as follows:

1. Respect for the School Community:
    - Treat all members of the school community, including students, teachers, administrators, and other parents, with respect and courtesy.
    - Refrain from engaging in any form of bullying, harassment, or disrespectful behaviour towards any member of the school community.
    - Encourage your child to respect and abide by the school rules and policies.
    - The school does not tolerate verbal or physical abuse of a member of staff, student or other parents. This includes harassment, Intimidation, chastising or threatening a member of staff, student or other parents.
    - Parents must comply with safeguarding protocols in relation to any child in the School including a parent's own child or children. This includes site access rules and requests.

2. Effective Communication:
    - Maintain open and constructive lines of communication with the school staff regarding your child's progress, concerns, or questions.
    - Attend parent-teacher conferences, meetings, and other school events to stay informed about your child's academic and social development.
    - Respond promptly to school communication, including emails, notices, and requests for information.
    - Meetings or telephone calls may not be recorded without prior consent of those involved.

3. Support Academic Excellence and Student Wellbeing
    - Encourage and support your child's learning at home by providing a quiet study environment and setting appropriate routines that allows your child to fulfil their potential.
    - Promote regular attendance and punctuality, recognizing that consistent participation is essential for academic success.
    - Collaborate with teachers to address any academic challenges your child may face, seeking guidance and support when needed.
    - Parents should avoid applying pressure on staff members to alter reports, grades or any other records related to his or her child. Please respect the professional judgements of our staff.
    - Parents should respect the Schools' rewards, sanction and behaviour policy and how the school applies this to students.
    - Parents must disclose or share information required to allow the School to secure the welfare of his or her child, or that of others (eg. medical information).
    - If requested by the school parents must secure a medical and/or psychological/emotional assessments and appropriate support for a child in line with the School's requirements.

4. Active Engagement:
    - Participate in school activities, volunteering opportunities, and parent organisations, promoting a sense of community and fostering positive relationships.
    - Encourage your child's involvement in extracurricular activities that align with their interests and talents.
    - Support fundraising initiatives and other efforts that enhance the educational experiences of all students.

5. Confidentiality and Privacy:
    - Respect the privacy of students, teachers, and other parents by not disclosing confidential or sensitive information.
    - Seek guidance from the school when discussing concerns or issues involving other students or staff members.
    - Maintain confidentiality regarding matters discussed during parent-teacher meetings, unless there is a need to report potential harm or safety concerns.

6. Positive Role Modelling:
    - Promote good sportsmanship, fair play, and respect for others in all aspects of your child's participation in school activities, including sports events and competitions.
    - Encourage and uphold ethical behaviour, honesty, and integrity in your interactions with students, teachers, and other parents.

- Serve as a positive role model by demonstrating responsible digital citizenship, including respectful online communication and appropriate use of technology.
- Parents should avoid the misuse of social media and or chat groups to spread false or misleading information or to cause harm to a group or individual belonging to our school community.

Parent Code of Conduct for ICT

As a parent or guardian, we recognise the importance of Information and Communication Technology (ICT) in education. We understand the need to ensure a safe, respectful, and productive digital learning environment for all students. By adhering to this Parent Code of Conduct for ICT, we commit to promoting responsible and ethical technology use within the school community.

Responsibilities:

1. Model Positive Behaviour: Set a positive example for our children by using technology responsibly and demonstrating respectful online behaviour.
   Support Learning: Encourage and actively support our child's use of ICT for educational purposes and help them understand the importance of responsible digital citizenship.

2. Supervision: We will actively monitor and supervise our child's online activities to ensure their safety and appropriate use of technology.

3. Cyberbullying Prevention: We will educate our child about the harm of cyberbullying and report any instances of cyberbullying or inappropriate online behaviour to the school authorities.

4. Respect Privacy: We will respect the privacy of other students, teachers, and school staff and not share or disseminate personal or confidential information without consent.

5. Device Usage: We will ensure that our child's devices are used for learning and not for activities that are distracting or detrimental to their education.

6. Content Filtering: We will support and comply with the school's content filtering and internet safety policies, ensuring that our child does not attempt to bypass these safeguards.

7. Responsible Device Usage: We will guide our child in using ICT devices responsibly and not engage in or promote hacking, cheating, plagiarism, or any other unethical activities.

8. Communication: We will maintain open and regular communication with our child's teachers and the school regarding any ICT-related concerns, issues, or incidents.

9. Security: We will ensure that our child's devices have up-to-date antivirus software and are protected against malware, and we will educate our child on the importance of strong passwords and data security.

By adhering to this Parent Code of Conduct, we can collectively create a safe, supportive, and inclusive environment for all students at Epsom College in Malaysia. Together, we can help them achieve their full potential and prepare them for a successful future.

Breaches of the Code of Conduct

The consequences for breaches of this Parent Code of Conduct will be determined by the Headmaster and may include the following:

- Written correspondence to the parent / guardian outlining concerns
- The parent may be asked to attend a meeting to discuss behaviour that is causing concern to the school
- The School may prohibit a parent from entering the School site or from attending school-related events and activities
- The School may ask that a parent to only communicate with members of staff through a nominated school representative
- In cases of extreme or persistent breach of this Parent Code of Conduct, the School may take steps to remove the child from the school roll
- The School, where appropriate, may involve other authorities
- The School may take such other steps as it deems appropriate according to the nature of the behaviour and the breach of the parent code of conduct

Parent Name (PRINTED): …….

Student Name (PRINTED):.....

Signature of Parent:..... Date:.....