



Whitley Abbey Primary School

Parent Code of Conduct

Approved by
Governors

Date:

Last reviewed on:

Next review due by:

Whitley Vision and Values

Aims and Values

We aim...

- For everyone to be valued, safe and happy.
- To promote high standards of teaching and learning and expect the highest levels of attainment for everyone.
- To strive to open children's minds to life's possibilities and promote citizenship amongst our children.
- To place a great emphasis on developing a love of reading and vocabulary to enable children to become lifelong learners.
- To nurture the mental and physical wellbeing of everyone through our character values of; kindness, honesty, friendship, courage, resilience, and gratitude.
- To foster positive relationships, to engender an ethos of tolerance, respect and an understanding that we live in a diverse community.



Hand in Hand we Learn

Core Learning Values

A core learning value is a central belief clearly understood and shared by every member of the school community. We believe in commitment, opportunity, respect and excellence.

By **commitment** we mean that everyone

- shows loyalty to friends, colleagues and the school
- is willing to support and show care for those who need help
- is willing to work to the highest level
- keeps the school rules

By **opportunity** we mean that everyone

- develops confidence through participation
- volunteers in a variety of school situations
- considers their own strengths
- pursues individual interests in a manner which broadens horizons

By **respect** we mean that everyone

- values all members of the school community
- displays good manners at all times
- displays tolerance of others with different points of view and beliefs
- shows respect for the school buildings, facilities and surrounding environment

By **excellence** we mean that everyone

- is proud of personal achievement
- produces work of the highest quality
- sets high standards and personal goals for improvement
- makes best use of talents, time and resources

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1. Purpose and scope

At Whitley Abbey Primary School we believe it's important to:

- Work in partnership with parents to support their child's learning.
- Create a safe, respectful and inclusive environment for pupils, staff and parents.
- Model appropriate behaviour for our pupils at all times.

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This includes staff (through the staff code of conduct) and pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents or child-minders)

2. Our expectations of parents and carers

- We expect parents, carers and other visitors to:
- Respect the ethos, vision and values of our school.
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour.
- Seek a peaceful solution to all issues.
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- Approach the right member of school staff to help resolve any issues of concern.

3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community

- Sending abusive messages to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult.
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention.
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent.
- Invite the parent into school to meet with a senior member of staff or the headteacher.
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from our HR provider, the local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site.

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent from the school site.

Appendix 1- Polite Notice



Polite Notice to Parents and Carers

If you have concerns, we will always listen to them and seek to address them.

Please be aware, however, that abusive, threatening, or violent behaviour will not be tolerated in this school.

Visitors behaving in this way will be asked to leave and they may receive a ban from the premises and their behaviour reported to the Police.

Appendix 2: model letters

Initial warning letter from the headteacher

➤ Consider removing these model letters before sharing the code of conduct with parents or if you decide to link to it on your website

Dear [parent name],

I've received a report about your conduct on [time and date].

[Summary of incident, including location, and the effect on staff, pupils and other parents.]

If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct. [Please find a copy attached to this letter.]

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour in our school. [Please find a copy attached to this letter.]

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

Further breaches of the code of conduct may result in a ban from the school premises.

If you want to invite the parent in for a meeting, add:

I'd like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on [phone number] to book an appointment.

Yours sincerely

Headteacher

Model letter banning a parent from the school site

Dear [parent name],

I am writing to inform you that, after consultation with the chair of governors, I am banning you from the school site until [date].

You can also choose to ban a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of our parent code of conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the ban, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Headteacher

Appendix 3- Home School Agreement

Whitley Abbey Primary School <i>Hand in Hand we Learn</i> Home School Agreement		
<p>As a school</p> <p>We will do our best to:</p> <ul style="list-style-type: none"> ○ Support your child's wellbeing and safety by providing a safe, supportive and caring environment. ○ Help and encourage your child to reach their full potential. ○ Monitor and communicate with parents and carers regularly on your child's progress. ○ Provide a broad and balanced curriculum that caters for all children. ○ Promote high standards of behaviour so we can maintain a safe environment for all children. ○ Offer your child opportunities to develop a sense of responsibility, form healthy social relationships and build their self-esteem. ○ Set homework that supports the delivery of the curriculum and mark it where appropriate. ○ Offer opportunities for parents and carers to get involved in school life. ○ Communicate between school and home through notices, newsletters, text, email, the School App, Facebook and the school website. ○ Respond to communications from parents in a timely manner, following school policies. ○ Encourage good attendance and address any concerns with parents or carers where necessary. <p>Sign _____</p>	<p>Parents/carers</p> <p>I will do my best to:</p> <ul style="list-style-type: none"> ○ Make sure my child attends school regularly and on time. I will notify the school if my child will be absent. ○ Make sure my child is dressed in the correct uniform and or PE kit. ○ Support the school to make sure my child maintains a consistently high standard of behaviour. ○ Encourage my child to try their best so they can reach their full potential. ○ Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn. ○ Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff. ○ Understand that I should communicate with staff during core school hours, and although they may at times respond outside of those hours, I can't always expect that. ○ Make sure that my child completes their homework on time, in line with the homework schedule *, and raise any issues that my child has with their teachers including recording their daily reading in their reading diary. ○ Read and follow the school's policies. ○ Treat all members of the school community with care and respect. ○ Engage in parent meetings and work together with the school in order to achieve the best outcomes for my child. ○ Read all communications sent home by the school and respond where necessary. <p>Sign _____</p>	<p>Pupils</p> <ul style="list-style-type: none"> ○ I will do my best to: ○ Arrive at school on time and ready to learn. ○ Try my best to do my work and ask for help if I need it . ○ Wear the correct school uniform and correct PE kit. ○ Bring all the equipment I need each day. ○ Be friendly and caring towards other children and adults. ○ Listen to instructions from the adults at school and follow the school rules. ○ Do my homework and bring it back to school on time. ○ Look after the school equipment and be respectful of the school environment. <p>Sign _____</p>