



Compassion Joy Perseverance Respect

'Live life in all its fullness' John 10:10

Parent and Visitor Code of Conduct

Approved – January 2024

Next review – January 2027

Achieving Excellence Together

Contents

1. Purpose and scope	2
2. Our expectations of parents and carers	2
3. Behaviour that will not be tolerated	3
4. Breaching the code of conduct	3
Appendix 1: model letters.....	4
Initial warning letter from the headteacher.....	4
Model letter banning a parent from the school site.....	5

1. Purpose and scope

At Hunton CE 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
- Uphold our schools Christian ethos as well as vision and values of Compassion and Respect

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, Carers and Visitors

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
- Ensure all communication, including via telephone, email or letter are respectful and polite
- We expect all parents to respect staff and children when referencing on social media, including Whatsapp.
- Where photographs are taken at events, ensure they are not shared on social media.
- Taking photographs of children who are not your own, where your child is not included is prohibited, unless you have the permission of their respective guardian/s.

- › No swearing or abusive language will be tolerated

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 the school or 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 (or any) 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)

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 if deemed necessary, 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 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
- › If a parent or visitor fails to comply with a ban, they may be removed from the grounds and may be prosecuted under Section 547 of the Education Act 1996.

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: model letters

Initial warning letter from the headteacher

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 *****,

I have received a report about your conduct this morning at approximately 08.30am, which included angry hand gestures, a raised voice and use of foul language aimed at, or referring to a member of Hunton CEP School. I would like to make it clear that aggressive and threatening behaviour, including the use of foul and abusive language, is taken extremely seriously and will not be tolerated

At Hunton CEP School 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.

I am writing to inform you that, after consultation with the Chair of Governors I am banning you from the school site. As per the DfE guidance on barring individuals from the school premises, this ban is temporary, until such time as you have had the opportunity to formally present your side. We welcome you to do so in writing by no later than 12h00 Friday 6th October 2023, after which time a decision will be made as to whether to continue with the banning, and if so, for how long. You will be notified of this decision in writing.

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 is available on our website.

Yours Sincerely,

Mrs Makey
Headteacher