

Parent/Carer and Visitor Code of Conduct Policy



Introduction

At Edmonton County School, we are very fortunate to have a supportive and friendly parent body; we welcome and encourage parents/carers to participate fully in the life of our school.

Educating children is a process that involves a positive partnership between parents/carers, school staff and the school community. Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. Good working relationships between parents/carers and members of school staff are therefore vital.

We trust that parents/carers will assist our school with the implementation of this policy and we thank you for your continuing support.

Rationale

As part of our safeguarding procedures, the purpose of this policy is to clearly set out:

- the expectations regarding the conduct of parents/carers and visitors to our school
- how the school ensures that communication in the school environment is pleasant, courteous and does not cause offence or distress to children or adults
- the possible consequences of poor conduct by parents/carers and visitors.

Appointments

We expect parents/carers and visitors to make appointments to see members of school staff. This is to ensure that the most appropriate members of staff are available and that they have all the required information in preparation for the meeting. If parents/carers and visitors come to the school without an appointment, there is no guarantee that a member of staff will be available at the time. In all cases, we expect parents/carers and visitors to abide by the expectations set out below.

Our Expectations

We expect parents/carers and visitors to:

- Sign, date and abide by the terms of the home-school agreement (Appendix 1) found in students' Learning Journals
- Respect the ethos and values of our school
- Understand that both staff and parents/carers need to work together for the benefit of children
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour

- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour
- Approach the school to help resolve any issues of concern, initially by contacting their child's class teacher
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Respect the residents of the local community, particularly when parking near the school
- Adhere to the school's safeguarding policy and not to take photos or videos of children (or their parents / carers) on the school's premises or in the neighbourhood, without permission from the relevant parent / carer. This includes school events, trips and performances
- Drive slowly and carefully, and park considerately in the designated bays when bringing vehicles on to school premises.

In order to support a peaceful and safe school environment and to safeguard children and staff, the school will not tolerate parents/carers and visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with the operation of the school, including: the reception areas, a classroom, an employee's office, office area or any other area of the school grounds
- Shouting, using offensive/profane language, using threatening language, or showing aggression, either in person or over the telephone
- Being disrespectful or rude to any member of school staff, Governor, visitor, fellow parent/carers or child
- Behaving or speaking in such a way that undermines the roles and responsibilities of members of staff and Governors, particularly when children are present
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the children/parents/carers/staff, at the school on social media or networking sites (e.g. Facebook)
- Racist, sexist or homophobic comments
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carers or child regardless of whether or not the behaviour constitutes a criminal offence
- Physically intimidating or threatening behaviour, e.g. invading personal space, hand gestures, exaggerated movements, grabbing an arm, etc.
- The use of physical aggression towards another adult or child, including pushing/pulling, slapping, punching and kicking
- Spitting, either directly at a person or in a threatening or derogatory manner
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Taking photos or recording video/audio of children (or their parents / carers) on the school's premises and in the neighbourhood, without permission from the relevant parent / carer; (Sharing of images and recordings without permission is potentially a criminal offence)
- Taking photos or recording video/audio of school staff on the school's premises and in the neighbourhood, without permission; (Sharing of images and recordings without permission is potentially a criminal offence)

- Smoking and consumption of alcohol or other drugs whilst on school property or on the pavements immediately outside the school gates
- Dogs being brought on to school premises (except for registered assistance dogs)
- Breaching the school's security procedures
- Damaging or destroying school property
- Driving or parking on school property or on local streets in either a dangerous or obstructive position or manner.

Please note that this is *not* an exhaustive list, but seeks to provide illustrations of unacceptable behaviour by parents/carers and visitors.

If parents have any concerns relating to their child, they should initially discuss with their child's Progress Leader in the first instance. If the problem is not resolved, an appointment with the relevant Assistant Headteacher will be arranged. If the matter is still not resolved, then a further meeting with a Deputy Headteacher will be arranged. Deputy Headteachers may choose to refer any major concerns or unresolved issues to the Head of School or Executive Headteacher.

Possible follow-up actions

If a parent/carer behaves in an unacceptable manner towards a member of the school community, senior staff may seek to resolve the situation through discussion and mediation. However, should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities (including the school's Safe Schools Police Officer) and if necessary, even ban the offending adult from entering the school grounds. The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse. If parents become abusive at any time on school premises they will be asked to leave.

School premises are private property and parents have been granted permission from the school to be on school premises. It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. Therefore, in case of abuse or threats to staff, pupils or other parents, the school may and will ban parents from entering school and its grounds, either for a fixed period or permanently (see Appendix 2). The police will be called to assist in removing the person concerned if required.

P. Miller
Head of School

Date: **April 2023**

To be reviewed: **July 2023**

Appendix 1: home – school agreement

Home/School Agreement

Name of Student _____ Year _____

I/We will try to:

- Ensure my child arrives at school on time
- Inform school when my child is absent
- Ensure my child is in the correct uniform and has all necessary equipment
- Support the school with the Code of Conduct
- Support the school with rewards and sanctions at home
- Liaise with the school when necessary

For further advice about how to help your child at school please consult the "Welcome Booklet for parents of new students".

Parent Signature(s) _____

Edmonton County School

The Teacher will try to:

- Meet & greet at door
- Have Learning Objectives & Do Now task on the board
- Have all resources ready to hand
- Use 3 part lesson
- Use Assessment For Learning techniques
- Regularly inform students of their progress and what they need to do to improve
- Use praise as often as possible with all students
- Follow school rewards and sanction system
- Liaise with home when necessary

Signature _____
Mr P Miller Head of School

Tutor

The Student

I will try to:

- Arrive on time
- Wear the correct uniform correctly
- Go straight to my allocated seat
- Get out equipment & books
- Look at the teacher showing I am ready to learn
- Answer any questions the teacher asks to the best of my ability
- Participate as fully as possible in the lesson
- Try my best
- Complete classwork
- Complete homework/coursework
- Show a positive attitude to learning
- Demonstrate that I am learning

Student's Signature _____

Appendix 2: model letters

Dear [parent]

I have received a report about your conduct on [enter date and time].

[Add summary of the incident and of its effect on staff, students, other parents.]

We believe staff, parents/carers and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. I must inform you that Edmonton County School will not tolerate conduct of this nature on its premises and will act to defend its staff and students.

I am therefore informing you that should the school staff have any further concerns about your behaviour formal procedures will be followed.

Yours sincerely

Head of School

Dear [parent]

I have received a report about your conduct on [enter date and time].

[Add summary of the incident and of its effect on staff, students, other parents.]

We believe staff, parents/carers and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. I must inform you that Edmonton County School will not tolerate conduct of this nature on its premises and will act to defend its staff and students.

The Head of School has already contacted you on _____. On the advice of the Head of School I am therefore informing you that should the school staff have any further concerns about your behaviour you will be asked not to enter the premises and you could be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

Yours sincerely

Executive Headteacher

Dear [parent]

I have received a report from the Head of School about your conduct on [enter date and time].

[Add summary of the incident and of its effect on staff, students, other parents.]

I must inform you that Edmonton County School will not tolerate conduct of this nature on its premises and will act to defend its staff and students. On the advice of the Head of School I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500.

The withdrawal of permission for you to enter the school premises takes effect straightaway.

However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the Head of School. These comments may include

any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter).

If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours sincerely
Executive Headteacher