



Parent Code of Conduct

SUMMARY

This policy outlines expectations & guidelines on behaviour for all members of our community

POLICY OWNER

Robert Howell
Headteacher

DELEGATION

Full Governing Body

DATE OF APPROVAL

12 July 2023

Updated 13 September 2023 to include model letters

Updated 29 November to include Home School Agreement

DATE OF NEXT REVIEW

12 July 2024

REVIEW CYCLE

Annual

PUBLISHED ON WEBSITE

Yes

POLICY SOURCE

 **The Key**

Paper copies available by emailing
admin@alfredsutton.reading.sch.uk

Alfred Sutton Primary School
148 Wokingham Road
Reading
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DFE No: 870/2000
www.alfredsutton.primary.co.uk

1. Purpose and scope

At Alfred Sutton 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
- Respect the caring ethos and values of our school 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, using offensive language or making derogatory comments in person, on the telephone or via social media or when messaging the school.
- 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 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: 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 [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 2: Home School Agreement

Signed by:

R. Howell Headteacher

_____ Parent/Carer

_____ Child

___/___/___ Date

Sutton Six	Pupils success criteria based on Sutton Six and British Values	How Adults can support	British Values
Responsibility Caring Compassion Respect Aspiration Resilience	I can have a different opinion to other people I listen to others and value their opinions I know that my opinion will be valued too	Invite children and other adults to give and explain their opinion Respecting input from others, even if viewpoints differ	Democracy
	I understand why there have to be rules I help school and home to be positive places for everyone by doing the right thing	Ensuring clear expectations at home Work with the school to support and uphold school expectations Praising children for doing the right thing for its own sake	Rule of law
	I make positive choices in all areas of life I know that making good choices helps me to be the best I can be	Encouraging children to embrace life's opportunities Educating and empowering children to make positive choices at school and home	Individual liberty
	I look after other people and the environment by being kind, caring and helpful I expect to be treated well by others. If I am not, I know to tell an adult	Modelling respectful and tolerant behaviours at all times and agree to the principles and expectations <u>outlined</u> in the Parent Code of Conduct. Actively championing and supporting one another and the environment	Mutual respect and tolerance