

THE GILES NURSERY AND INFANTS' SCHOOL



Parent Code of Conduct **Author: Rouane Mendel**

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Parent Code of Conduct

1. PURPOSE AND SCOPE

At The Giles Nursery and Infants' 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 always.

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, including making racist comments about others.
- 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.
- Engaging in persistent and malicious gossip about members of the school's community.
- 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. BEHAVIOUR ON SOCIAL NETWORKING SITES

Social media websites are being used increasingly to fuel campaigns and complaints against schools, headteachers, school staff, and in some cases other pupils/parents. The Giles Nursery and Infants' School considers the use of social media websites in this way as unacceptable and not in the best interest of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, headteacher or chair of governors, so that they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child or children being educated at The Giles Nursery and Infants' School is found to be posting libellous or defamatory comments on Facebook or other social networking sites, they will be reported to the appropriate 'report abuse' section of the networking site.

All social networking sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report content or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber bullying and the use by any member of the school community to publicly humiliate another by inappropriate entry. We will take and deal with any issues as serious incidents of school bullying.

5. 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.

6. COMPLAINTS

This Code of Conduct does not prevent parents from making a legitimate complaint. In most cases we hope that all complaints and concerns can be resolved through open dialogue with teachers or other members of staff as appropriate. Where parents are not satisfied with the responses that they receive they may then follow the Complaints Procedure as laid out in our School Complaints Policy. This is available on the school's website or in a hard copy from the school office.

APPENDIX 1: 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

The Giles Nursery and Infants' School

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