



**West Monkton Church of England School**

A place for growing together and learning to fly.



# **Parent Code of Conduct**

**January 2024**

January 2026

# Contents

Contents.....	2
1. Purpose and scope.....	3
2. Our expectations of parents and carers .....	3
3. Behaviour that will not be tolerated.....	4
4. Breaching the code of conduct .....	4
5. Issues of conduct with the use of Social Media.....	5
Online activity we consider to be inappropriate: .....	5
6. Communication .....	6
7. Conclusion .....	6
8. Review .....	6

# 1. Purpose and scope

At West Monkton Primary School, we believe it is 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 and carers 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 Christian 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 to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- › Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct and encourage them to always uphold the schools values both in school and out
- › Approach the right member of school staff to help resolve any issues of concern
- › Avoid using staff as threats to admonish children's behaviour, to preserve positive relationships between staff and children
- › Be responsible for your child's behaviour at any school related/public events, such as fayres where required
- › Driving with due care and attention and parking carefully and considerately in good time for the safety of the children, yourself and all road users, including: avoiding parking in designated areas such as 'zigzags', disabled areas and on pavements
- › Ensuring that bikes/scooters or any other form of vehicle (powered or not) are left in the designated shelters and when on the school site (i.e. entering the gates from the public pathway) vehicles are dismounted and walked on school site. This is with the exception of any disability/mobility access equipment
- › In line with safeguarding practices, not using mobile phones/smart devices when on site
- › Allowing plenty of time so that children arrive ready for a punctual start to the school day, to avoid disruption to their own learning and that of others in class
- › Not entering the classrooms either before the school day begins in order to allow teachers to fully prepare for their day or after the school day (Unless pre-arranged)
- › Not entering the classroom after the school day has started. If late, to enter the site through the main reception, where your child will be signed in and taken to class

### 3. Behaviour that will not be tolerated

In addition to the expectations above and in order to support a peaceful and safe environment the school cannot tolerate parents, carers and visitors exhibiting the following behaviours:

- Disrupting, or threatening to disrupt, school operations (including, classes, office areas or any other area of the school grounds, including team matches)
- Using loud/offensive/threatening language, swearing, cursing, or profane language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening to do actual bodily harm to another member of the school community, whether or not the behaviour constitutes a criminal offence
- Sending abusive messages, that have any relation to school, to another member of the school community, including via text, email or social media
- Videoing or photographing anywhere within the school grounds without prior permission from a member of the Senior Leadership Team
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms – *Any concerns are to be directed through the appropriate channels: class teacher, Senior Leader, Headteacher or Chair of Governors so they can be dealt with effectively for all concerned*
- 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 (including vaping) or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs) on the school premises
- Bringing animals onto school grounds for Health & Safety reasons, unless it is for educational purposes and with the express prior permission from the Head Teacher or an Assistance Dog for the Disabled/Medical need

### 4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent has breached this policy, 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:

- 1) Give a verbal warning (from the Headteacher or other Senior Leadership Team member) to state that the behaviour is unacceptable and assurance such behaviour will not be repeated and the implications if it is repeated. *Any incidents of violent conduct or extreme behaviour would immediately proceed to Step 4 and 5. At any stage, the school may report serious incidents of abusive or threatening behaviour to the Local Authority or the Police immediately.*
- 2) Send a warning letter to the parent, if an incident is repeated by the same person/s or for some reason a verbal warning cannot be given.
- 3) Final written warning letter to the parent stating if such behaviour is repeated, it will leave the governors no option but to pursue a banning order.
- 4) Ban the parent from the school site. If an incident is considered serious enough by the Headteacher this will result in a person or persons being excluded from the school premises. **This can be done with immediate effect by the Headteacher if the incident is considered serious enough.** Parents have the right to ask the Board of Governors to review this decision.
- 5) Involvement of the police. If following a ban, a person/s nevertheless persists in entering the school premises and is displaying unreasonable behaviour, such a person may be removed from the school premises under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986. *All parents, even if excluded from school premises, have a right to speak to school staff about their child's educational progress and can make a telephone appointment.*

In addition to the above, at any point if there is a breach of conduct, the school may also:

- Invite the parent in to school to meet with a the Headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the trust's legal team regarding further action (in cases of conduct that may be libellous or slanderous)

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.

## 5. Issues of conduct with the use of Social Media

Most people take part in online activities and social media because it's fun, interesting and keeps us connected. In our school we recognise the value of positive social media use and enjoy the platform it gives us to better connect our school with you, our parents and carers. We encourage everyone to positively participate in our School Facebook and PTA pages.

Within these forums and others, you may find yourself involved in, such as: 'WhatsApp', Instagram, TikTok etc. we ask that you use common sense and decorum when sharing discussions about school life online.

***'Think before you post' Remember words and pictures often never provide the full context and can be misinterpreted.*** We ask that social media, whether public or private not be used to fuel campaigns and voice complaints against the school, school staff, parents or children. We take seriously inappropriate use of social media by a parent to publicly humiliate/demean/shame or criticise another parent, member of staff or child. The school will ask any such comments to be removed. In serious cases the school will consider legal options and work with appropriate authorities to deal with such issues.

Additionally, and perhaps more importantly is the issue of **cyber bullying** and the use by one child or parent to publicly humiliate/victimise another by inappropriate social network entry.

### Online activity we consider to be inappropriate:

- Identifying or posting images/videos of children, without prior consent
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school in disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Using social media to publicly 'gather opinion' (including the use of polls) about children, staff, parents or members of the school community
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

## 6. Communication

All written communication needs to be sent to the school office via email: [office@wm.oak.education](mailto:office@wm.oak.education), marked for the attention of the relevant staff member. If urgent or unable to email, then please phone the school office on 01823 412582.

## 7. Conclusion

As stated in the aims of this policy, we take our safeguarding responsibilities seriously, which we know as parents you appreciate and we will deal with any reported incidents appropriately in line with the actions outlined above. Thankfully such incidents are extremely rare.

We would expect that parents would make all persons responsible for collecting children aware of this policy.

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

## 8. Review

This policy will be reviewed by the Headteacher and other members of the SLT every two years.