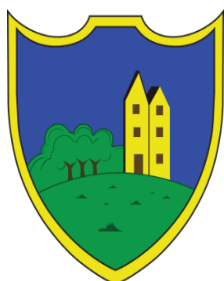
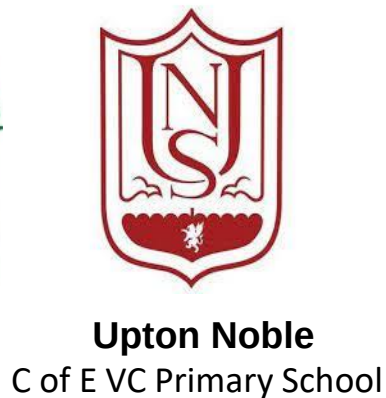


East Somerset Federation



Bruton
Primary School



Upton Noble
C of E VC Primary School

Parent Code of Conduct Policy (Learning and Growing Together)

**Approved by the Governing Body of
The East Somerset Federation**

Signed:



Date: March 2024

Date for Review: March 2025

1. Purpose and scope

- a. At the **East Somerset Federation**, we believe it's important to:
 - i. Work in partnership with parents to support their child's learning.
 - ii. Create a safe, respectful, and inclusive environment for pupils, staff, and parents.
 - iii. Model appropriate behaviour for our pupils at all times.
- b. 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).
- c. This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.
- d. We use the term 'parents' to refer to:
 - i. Anyone with parental responsibility for a pupil.
 - ii. Anyone caring for a child (such as grandparents or child-minders).
- e. Occurrences of a breach of acceptable behaviour are extremely rare, and where possible every effort to de-escalate the situation should be made in the first instance. The on-site SLT is to be engaged, if at all possible, in an effort to defuse the incident in context and with the minimum of disruption; a report is to be lodged with the Executive Headteacher even if the issue is resolved at the time.

2. Our expectations of parents and carers.

We expect parents, carers, and other visitors to:

- a. Respect the ethos, vision, and values of our school.
- b. Work together with staff in the best interests of our pupils.
- c. Treat all members of the school community with respect – setting a good example with speech and behaviour.
- d. Seek a peaceful solution to all issues.
- e. Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- f. Approach the right member of school staff to help resolve any issues of concern. Please see the hierarchy of authority (**Appendix A**).
- g. The Complaints Policy should be strictly followed where a complaint arises and the Governing Body should not be contacted directly.

3. Behaviour that will not be tolerated.

The following serve to describe aspects of behaviour that will not be tolerated:

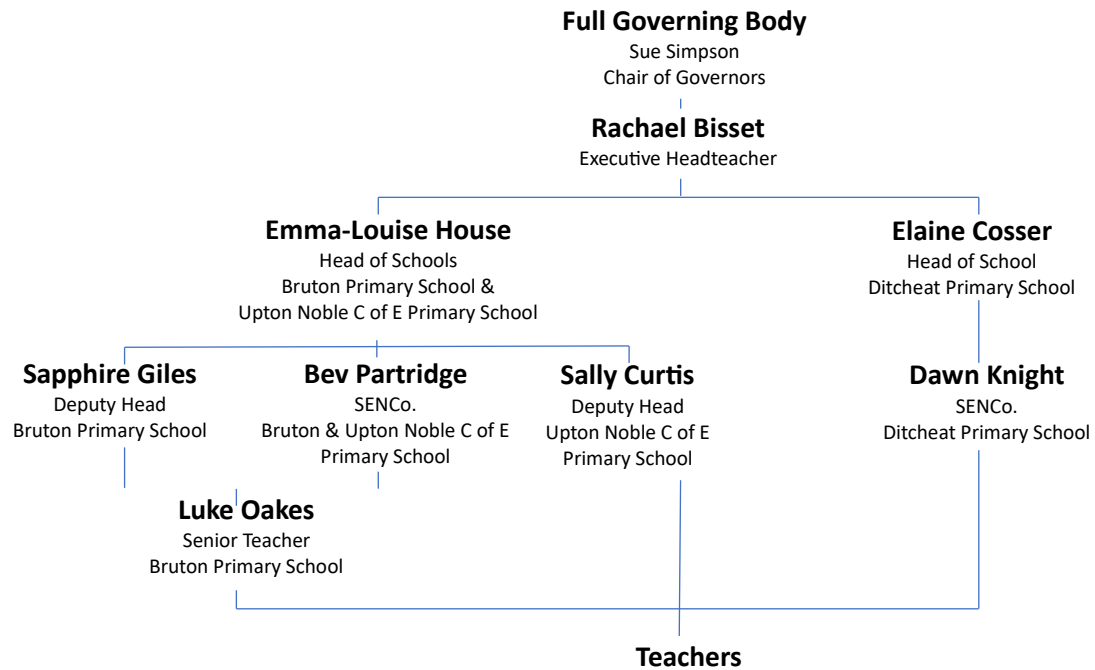
- a. Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches).
- b. Swearing or using offensive language.
- c. Displaying a temper, or shouting at members of staff, pupils, or other parents.
- d. Threatening another member of the school community.
- e. Sending abusive messages to another member of the school community, including via text, email, or social media.
- f. Posting defamatory, offensive, or derogatory comments about the school, its staff or any member of its community, on social media platforms.
- g. Use of physical punishment against your child while on school premises.
- h. Any aggressive behaviour (including verbally or in writing) towards another child or adult.
- i. Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention.
- j. Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event).
- k. Possessing or taking drugs (including legal highs). l. Bringing dogs onto the school premises (other than guide dogs).

4. Breaching the code of conduct.

- a. 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.
- b. Depending on the nature of the incident, the school may then:
 - i. Send a warning letter to the parent.
 - ii. Invite the parent into school to meet with a senior member of staff or the Executive Headteacher.
 - iii. Contact the appropriate authorities (in cases of criminal behaviour)
 - iv. Seek advice from our legal team regarding further action (in cases of conduct that may be libellous or slanderous).
 - v. Ban the parent from the school site.
- c. 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 Executive Headteacher.

- d. The Executive Headteacher will consult the Chair of Governors before banning a parent from the school site.

Annex A: East Somerset Federation Staff Structure



Appendix B: model letters

To Parent Code of Conduct

Dated: Oct 23

INITIAL WARNING LETTER FROM THE EXECUTIVE 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

Executive Headteacher

Annex C: model letters

To Parent Code of Conduct

Dated: Oct 23

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

Executive Headteacher