



Wateringbury Church of
England Primary School

Parent Code of Conduct

Document Type:	Code of conduct
Owner:	Headteacher
Governor Committee:	FGB
Date Adopted by Governors:	October 2024
Re-adoption Date:	October 2026
Policy Type:	Safeguarding
Statutory Policy:	No
Based on model/template	The Key
Document History	
Date	Summary of Changes

Learning, growing, achieving....our journey together with God.

Contents

Our Vision and Values.....	2
1. Purpose and scope	2
2. Our expectations of parents and carers.....	2
3. Behaviour that will not be tolerated.....	3
4. Breaching the code of conduct.....	3
Appendix 1: model letters.....	4
Initial warning letter from the headteacher.....	4
Model letter banning a parent from the school site	5

Our Vision and Values

Guided by our Christian values and nurturing culture, we aspire to enable everyone to grow green leaves to meet the challenges of our ever-changing world and to send out our roots to the wider community.

Every child is seen as a unique learner, loved by God and is equally valued and championed to grow and achieve their very best in all they do.

LOVE FORGIVENESS JOY RESILIENCE RESPECT COURAGE

1. Purpose and scope

At Wateringbury CE 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

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
- ◆ Respect the professionalism of school staff and their decisions even if they are different to yours.
- ◆ Work together with staff in the best interests of all our pupils.
- ◆ Treat all members of the school community with respect – setting a good example with speech and behaviour (on and offline)
- ◆ Seek a peaceful solution to all issues and accept these outcomes knowing that staff have made them using their professional judgement.

- ◆ 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 (see table below).
- ◆ Be aware of how your communication may make others feel. It is hard to convey tone in writing.

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
- ◆ Displaying a temper, or shouting at members of staff, pupils or other parents
- ◆ Threatening another member of the school community
- ◆ Sending unkind messages to another member of the school community, including via text, email or social media
- ◆ Refusing to accept the decision of school staff once all options have been explored.
- ◆ Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms, including class whats app groups.
- ◆ 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 or questioning another person's child – please bring any behaviour incidents to a member of staff's attention
- ◆ Smoking, vaping 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