

THE STOKE POGES SCHOOL

Code of Conduct for Parent, Carers and Visitors

This Code of Conduct is an unsigned agreement between the Parent, Carer, Visitor and The Stoke Poges School.

1. Purpose and scope

At The Stoke Poges School, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognise that educating children effectively is a process that involves partnership between parents, staff and the wider school community.

Our vision at The Stoke Poges School is that learning is at its most powerful when everyone respects one another as part of our community.

The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

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.

2. Our expectations of parents and carers

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Support and model the respectful ethos of the school by setting a good example in their own speech, conduct and behaviour towards all members of the school community both on school premises and in its immediate area
- Model the school values
- Understand that school staff and parents need to work together for the benefit of **all the community**
- Seek to clarify a child's version of events with the school's view to bring about a peaceful solution to any issue
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour
- Approach the right member of school staff to help resolve any issues or concerns. There are clear guidelines about which staff member to contact about specific issues which are available on the website
- Allow 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 the entire class
- Park carefully and in good time for the safety of the children, themselves and all road users, by avoiding parking, waiting or stopping in areas presently indicated by 'zigzags' or in front of the school gates or neighbours' driveways, which must be kept clear at all times
- Keep animals off school grounds for health and safety reasons, unless it is for educational purposes and with the express prior permission from the Headteacher
- Enter the school via the school reception so that the office staff can deal quickly with requests

3. Behaviour that will not be tolerated

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

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches, classrooms, an employer's office, the main office or any other area of the school grounds)
- Disturbing school staff and trying to speak to them whilst they are supervising children
- Breaching school security and safeguarding procedures, or attempting to gain entry to any part of the school without permission and appropriate supervision
- Using loud/or offensive language, swearing, cursing, or using profane language
- Displaying a temper, or shouting at a member of staff, pupils or other parents
- Threatening another member of the school community
- Damaging or destroying school property
- Abusive, persistent or threatening emails or text/voicemail/phone messages or other written communication
- 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 the its community, on social media platforms
- Use of physical punishment against their child while on school premises
- Any aggressive behaviour (including verbal or in writing) towards another child or adult
- Disciplining another person's child –any behaviour incidents should be brought to the attention of a member of staff
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Behaving in a manner that comprises the safeguarding of children within our school
- Using mobile phones on site unless permission has been granted by the Headteacher e.g. at productions, sports day etc.

4. Inappropriate use of social media

Social media websites are being used increasingly to fuel campaigns and complaints against schools or to share inappropriate information, e.g. naming children involved in altercations, sharing confidential information regarding an aspect of school life, making allegations or accusations or sharing false news.

The Stoke Poges School considers the use of social media websites or Apps in this way as unacceptable and not in the best interests 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, the leadership team or the Headteacher, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated in The Stoke Poges School is found to be posting libellous or defamatory comments on Facebook or other social network sites or Apps, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In cases where a parent wishes to make/has made a complaint to the school, at any level, posts on social media regarding the complaint would be deemed to break confidentiality. In order for complaints to be resolved as quickly and fairly as possible, we request that complainants do not discuss complaints publicly via social media such as Facebook and Twitter. Complaints will be dealt with confidentially for those involved, and we expect complainants to observe confidentiality also.

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 use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

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 in to the school to meet with a senior member of staff or the Headteacher
- Contact the appropriate authorities (in cases of criminal behaviour, or safeguarding concerns)
- Seek advice from the local authority's legal team regarding further action
- 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 rest with the Headteacher.

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

Thank you for your cooperation to ensure all children at The Stoke Poges School remain happy, confident and successful.