**Parent/Carer & Visitor Code of Conduct**

Putteridge Primary School

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| **Approved by:** | Governing Body | **Date:** 12/01/2022 |
| **Last reviewed on:** | 12/01/2022 | |
| **Next review due by:** | 12/01/2024 | |

**1. Purpose and scope**

At Putteridge Primary School, we believe it’s important to:

* Work in partnership with parents/carers to support their child’s learning
* Create a safe, respectful and inclusive environment for all pupils, staff and parents/carers
* 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 school community.

This code of conduct aims to help the school work together with parents/carers by setting guidelines on appropriate behaviour.

We use the term ‘parents/carers’ 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 community

Work together with staff in the best interests of our pupils

Treat all members of the school community with politeness and respect – setting a good example with both speech and behaviour

Use the school yellow diary book as the main way for communicating non-urgent messages

Seek a peaceful solution to all issues at all times and through all lines of communication including verbal and written. Any issues of concern need to be raised with the relevant staff members, in the following order:

* Class Teacher,
* Year Group Leader,
* Phase Leader,
* Assistant Head KS2/Deputy Head KS1
* finally the Headteacher

Correct their own child’s behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct

To allow time for any issues to be investigated and understand that immediate answers and resolutions are not always possible

Support the school’s policies and guidelines for behaviour, which are intended to promote the highest standards of behaviour and discipline.

**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, abusive, or discriminatory language

Displaying a temper, or shouting at members of staff, pupils or other parents/carers

Threatening or intimidating 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

Making excessive demands on school time by frequent, lengthy and complicated contact with staff regarding a complaint in person, in writing, by email and by telephone while the complaint is being dealt with

Raising large numbers of detailed but unimportant questions, and insisting they are fully answered, often immediately

Using physical punishment against your child while on school premises

Any aggressive behaviour (including verbally or in writing) towards another child, adult or member of staff

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

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/carer has breached the code of conduct, the school will gather information from those involved and speak to the parent/carer about the incident.

Depending on the nature of the incident, the school may then:

Send a warning letter to the parent/carer

Invite the parent/carer in to school to meet with 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/carer 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/carer from the school site.