

Leigh St Peter's CE Primary School



Parent, Carer & Visitor Code of Conduct Policy

Member of Staff Responsible:	Kevin Robinson
Signed (Chair of Governors'):	Julie Williams
Signed (Headteacher):	Kevin Robinson
Date Policy Adopted:	September 2025
Policy Review Date:	July 2027



Our Christian Vision is:

"Let Your LIGHT Shine" Matthew 5:16

Vision & Values:

Our Christian Vision is to provide a happy, safe, and caring high quality learning environment where all members of the school community have the opportunity to flourish; 'living life in all its fullness'. Our Christian Values have been developed in line with everyone who is invested in our school community: its pupils, parents', staff, and governors and we aim to ensure that these Christian Values are at the heart of everything we do at Leigh St Peter's CE Primary School.

Rationale:

At Leigh St Peter's CE Primary School, we are fortunate to have supportive and friendly parents/carers. Our parents/carers recognise that educating children is a process that involves partnership between parents/carers, class teachers and the school community.

As a partnership, our parents/carers will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continue to welcome and encourage parents/ carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents/ carers and all 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/respect.

This Code of Conduct applies to anyone that brings or collects children from Leigh St Peter's CE Primary School. For the purposes of the code, the term 'parent/carer' applies to any such person.

Guidance:

We expect all parents/ carers and all visitors to:

- Respect the caring ethos of our school, values and 'Parent/Carer Responsibilities' (see Positive Relationship & Behaviour Policy).
- Understand that both teachers and parents/ carers need to work together (Appendix 2 – School Ethos in Partnership) for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- 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 school to help resolve any issues of concern, in person or phone. This is done by meeting with the class teacher first; then the phase leader if necessary and finally the Headteacher (or another member of the Senior Leadership Team in the headteacher's absence). Appointments must be made via the school office (by phone or in person), not via email or letter(s).

- Avoid using staff as threats to improve children's behaviour and the first port of call should be the class teacher:
 - ⇒ Make an appointment to see the class teacher first, either before or after school. Please be aware the Staff Meeting is Wednesday and generally; no meetings can take place.
 - ⇒ Support all school policies and procedures to communicate with school effectively.
 - ⇒ We expect all parents/carers to call school and/or personally speak with staff or make an appointment at the school office to arrange to meet with the class teacher/member of staff.
 - ⇒ Early Year's parents/carers to use the ClassDojo app to upload their child's experiences and achievements. It is not to be used for personal messaging.

To support a peaceful and safe school environment the school will not tolerate parents/carers and visitors exhibiting the following behaviours:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying a temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/ carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/ voicemail/ phone messages or other written communication to any member of school staff, a Governor, or visitor.
- Defamatory, offensive, or derogatory comments regarding the school or any of the pupils/ parent/ carer/ staff/ governors, at the school on Facebook or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, phase leader or the Headteacher. In any instance where your concern is about the Headteacher, your concern should be made to the Chair of Governors, in writing, so they can be dealt with fairly, appropriately, and effectively for all concerned, in line with the school 'Compliments and Complaints Procedure'.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child to discuss or chastise them because of the actions of this child towards their own child. (such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking (including e-cigarettes) and consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises, whether on a lead or being carried.

Should **any** of the above behaviour occur on the school premises, the school will implement the following steps:

1. A verbal warning will be issued in the first offence;
2. If a second offence occurs, a written warning will be issued.
3. Ban the offending adult for a fixed period (this can be issued immediately in some cases, by the headteacher),
4. Restrict access to the school at certain times and/ or communication with school, for example, only by email.

Depending on the nature of any of the above behaviours, school reserves the right to escalate through the steps in this process at any time.

The unacceptable behaviour described above may result in the police being informed. Please note that the list above is not exhaustive.

The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

School premises are private property and parents/carers have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents/carers, school may ban parents/carers from entering school.

It is an offence under Section 547 of the Education act 1996 for any person without lawful authority to be present on premises and cause a nuisance or disturbance on school premises. The police and/or relevant authorities may be called to assist in removing the person concerned.

School is not responsible for organising arrangements for children in the above circumstances. Parents/ carers will need to provide alternative arrangements for bringing children into school.

Parents/ carers have the right of appeal by writing to the Chair of Governors, within ten days of permission to enter the school premises being withdrawn.

We trust that parents/ carers will assist our school with the implementation of this policy, which you have also agreed to by sending your child to the school.

Inappropriate use of Social Network Site

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff and in some cases other parents/carers or pupils.

The Governors of Leigh St Peter's CE Primary School considers the use of social media websites being used 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 Headteacher or the Chair of Governors, 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 Leigh St Peter's CE Primary School is found to be posting libelous or defamatory comments on Twitter, Facebook or other social network sites, 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 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 cyberbullying and the 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.

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

School Ethos

Our constant aim is to facilitate children's learning in a warm, encouraging, and respectful community existing in a high-quality and stimulating environment.

Our ethos relies heavily on the concept of independent learning and self-discipline in a Christian community. We hope to develop in all children the desire to learn and the ability to apply their knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to 'live life in all its fullness'. Through first-hand experiences and subsequent understanding, we wish to cultivate in all our children not only the need to learn but also a pride in their work, respect for their surroundings and to develop and observe good relationships with everyone around them, in particular, with families at home and within our school community.