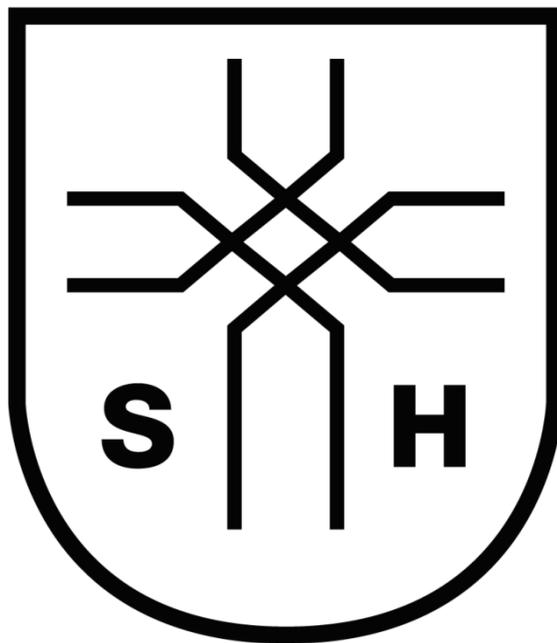


Sacred Heart Catholic Primary School



Parent / Carer

Code of Conduct Policy

Date approved	October 2018
Date of next review	October 2021

Equality Act Statement:

1. We welcome our duties under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations in relation to age (as appropriate), disability, ethnicity, gender (including issues of transgender, and of maternity and pregnancy), religion and belief, and sexual identity.
2. We welcome our duty under the Education and Inspections Act 2006 to promote community cohesion.
3. We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

Please refer to St John the Baptist Multi Academy Trust Equality & Diversity Policy

Introduction

At Sacred Heart Catholic Primary School, we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, school staff and the school community. As a partnership, our parents/ carers will understand the importance of a good working relationship to equip the children with the necessary skills for continuing their education and then leading into adulthood.

Rationale

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about expected conduct. This supports us in meeting our statement to work in unity, with care and to achieve.

Sacred Heart RC Primary School is a caring school which aims to create a stimulating, learning environment in which every individual has the opportunity to be the best they can be. At Sacred Heart, we value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community.

We want to create the best possible outcomes for children. This requires the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect (for all parties involved). The maintenance of this relationship is important to ensure that a child or children are safe (please read our safeguarding policy) and not open to undue distress and anxiety.

Guidance

As well as following the guidance set out in our Partnership Agreement and holding the above principles in mind, parents, carers and visitors are reminded:

- To respect the caring ethos and values of the school
- That both teachers and parents need to work together for the benefit of their children. Parents/ carers need to be supportive of the school staff and not share any negative views they may have of staff/ other children with their own children.
- Approaching school staff for help to resolve an issue is done in an appropriate manner.
- All members of the school community are treated with respect using appropriate language and behaviour.
- To correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off the school premises.
- To use other strategies rather than using 'staff' as threats to change their children's behaviour.

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

- Disruptive behaviour which interferes or threatens to interfere with any of the schools operation or activities anywhere on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property or threatening to
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. (See Appendix 1).

- The use of physical or verbal aggression towards another adult or child. This includes physical punishment against your own child.
- Approaching someone else's child in order 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, vaping, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events) This includes the school car park.
- Dogs being brought on to school premises (other than guide dogs/ therapy dogs).
- Should any of the above occur on school premises (or on social media) the school may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, consider banning the offending adult from entering the school premises. Please note that some of the above are criminal offences and could result in school making contact with the Police.
- Note: Can parents please ensure they make all persons responsible for collecting their children aware of this policy.
- Thank you for abiding by this policy in our school. Working together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

Parents/ Carers found not to be adhering to this code of conduct will be subject to the following procedure:

1. Initially the head-teacher will liaise with the member of staff concerned to assess the issue that has arisen. The parent/ carer concerned will be informed and the head-teacher will discuss with them how this policy will be used. They will be given the opportunity to respond with the hope that a resolution can occur.
2. The parent /carer will receive a letter from Appendix 2 (dependent on issue/ severity of issue). The head- teacher will discuss this with the Chair of Governors and a decision will be made between them on which letter is deemed most appropriate and any further action to be taken.

Any incident where a member of staff has needed to refer to this policy in relation to something they have experienced will be logged by the head-teacher.

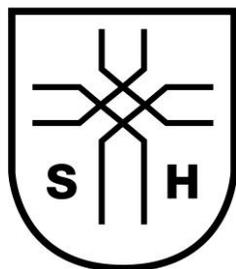
Parents/ Carers are reminded that the school does have a 'Complaints Policy' which can be referred to by parents at any time

Appendix 1

The school will also consider its legal options to deal with any misuse on social networking and other sites. Inappropriate use of Social Network Site Social media websites are being used increasingly to fuel campaigns and complaints against schools, Head-teachers, school staff, and in some cases other parents or pupils. The Department for Education/Government and Governors of Sacred Heart RC Primary School considers the use of social media websites being used in this way as unacceptable. Any concerns you may have about the school or your child/children must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, where they will be dealt with fairly, appropriately and effectively for all concerned. Libellous or Defamatory posts - In the event that any pupil or parent/carer of a child/children at Sacred Heart RC Primary school is found to be posting libellous or defamatory comments on 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. Cyber Bullying – we take very seriously the use of cyber bullying 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.

Appendix 2:

Model letters



Sacred Heart Catholic Primary School
Tollgate
Bretton
Peterborough
PE3 9XD
Tel: (01733) 262449
(01733) 267762
e-mail office@sacredheart.peterborough.sch.uk

Headteacher: Mr M Cooper

Dear parent,

I have received a report about your conduct on (enter date and time). [Add summary of the incident and of its effect on staff, students and other parents.] We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. I must inform you that the school will not tolerate conduct of this nature on its premises and will act to defend its staff and students. I am therefore informing you that should the school staff have any further concerns about your behaviour formal procedures will be followed.

Yours sincerely Headteacher



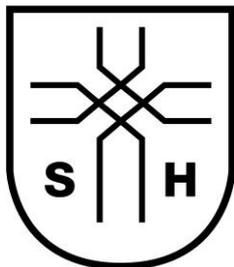
TeachFirst
Partner School



Together we live and learn, we play and pray

Appendix 2:

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Headteacher: Mr M Cooper

Dear parent,

I have received a report about your conduct on (enter date and time). [Add summary of the incident and of its effect on staff, students and other parents.] We believe staff, parents and children are entitled to a safe and protective environment in which to work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school. I must inform you that the school will not tolerate conduct of this nature on its premises and will act to defend its staff and students. The Headteacher has already contacted you on _____. On the advice of the Headteacher I am therefore informing you that should the school staff have any further concerns about your behaviour you will be asked not to enter the premises and you could be prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500

Yours sincerely Chair of Governors and Head Teacher



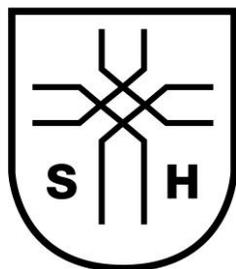
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Headteacher: Mr M Cooper

Dear [parent],

I have received a report from the Headteacher about your conduct on (enter date and time). [Add summary of the incident and of its effect on staff, students, other parents.] I must inform you that the school will not tolerate conduct of this nature on its premises and will act to defend its staff and students. On the advice of the Head teacher I am therefore instructing that (for a temporary period) you are not to reappear on the premises of the School. If you do not comply with this instruction I shall arrange for you to be removed from the premises and prosecuted under Section 547 of the Education Act 1996. If convicted under this section, you are liable to a fine of up to £500. The withdrawal of permission for you to enter the school premises takes effect straightaway. However, I still need to decide whether it is appropriate to confirm this decision. Before I do so, I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to the report which I have received from the Head teacher. These comments may include any expressions of regret on your part and any assurances you are prepared to give about your future good conduct. To enable me to take a decision on this matter at an early point, you are asked to send me any written comments you wish to make by (state date ten working days from the date of letter). If on receipt of your comments I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of the circumstances of your case.

Yours sincerely Chair of Governors and Headteacher



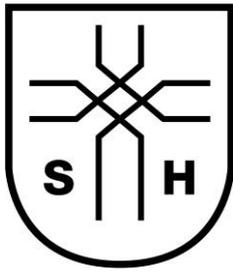
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Headteacher: Mr M Cooper

Dear Parent,

Following our discussion on (insert date) relating to the incident (insert details). I would like to thank you in your cooperation with the matter. I am pleased that we were able to resolve the issue without further intervention.

Yours sincerely Headteacher



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Partner School



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