



# St Mary's

CE Primary & Nursery School

Where Every Day Matters & Everyone Counts

*St Mary's is committed to the spiritual, educational and social development of our children. We seek to inspire and nurture a love of learning, curiosity, independence and self-belief in a safe and enjoyable environment. We aim to support each other and the wider community.*

*'Blessed are the peacemakers, for they will be called children of God' (Matthew 5:9)*

*We are proud to be part of Empower Trust*

## **Parent Code of Conduct Policy September 2025**

**Reviewed: No changes**

**Date of next review: September 2026**

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### 1. Purpose and scope

At St Mary's CE Primary School and Nursery, 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 and learning policy).

Our values of collaboration, ambition, respect, positivity, integrity and empowerment underpin everything at St Mary's. We have established a positive school culture, which seeks to demonstrate the school values. These values are fostered by our professional, passionate and highly capable staff who have a genuine love of learning and an interest in our students and their personal pursuit of excellence.

We believe that parents are valuable contributors in our community and we aim to work in partnership with parents of each student.

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**

All parents and friends of students at St Mary's must support and uphold the values, activities and the ethos of the school. St Mary's community will respect diversity in people, their ideas and opinions, and their legal and moral rights. They will treat others fairly, with dignity and respect at all times regardless of race ancestry, place of origin, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.

When on school site all parents must:

- Respect the caring ethos, vision and values of our school
- Understand that both teachers and parents need to work together 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 a peaceful solution to all issues
- 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
- Avoid using staff as threats to admonish children's behaviour

## **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)
- 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 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 Facebook or other social media platforms. (See Appendix 1).
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult

- 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).
- Using negative comments regarding other parents parenting skills
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Being under the influence of alcohol on the school premises
- Possessing or taking drugs (including legal highs)
- Walking or carrying 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:

- Invite the parent in to school to meet with a senior member of staff or the headteacher
- Send a warning letter to the parent
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the Trust'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 CEO of the Trust and the chair of governors before banning a parent from the school site.

Please note that depending on the nature of the incident a decision could be made to go straight to barring parents from the school site.

## **Appendix 1: 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/students. The Governors consider 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 student or parent/carer of a child/ren being educated in the 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 student 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 cyber bullying 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.

## **Persons Causing Nuisance/Disturbance on School Premises**

Section 547 of the Education Act 1996

School premises are private property and parents 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, school may ban parents from entering school.

It is also an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.

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

## **Appendix 2: model letters**

### **Initial warning letter from the headteacher**

Dear [name of parent]

#### **Behaviour on School Premises**

I write to express concerns as a result of your behaviour in school on [date] when you [add details of incident]. Such behaviour cannot be condoned by the school.

Staff at St Mary's CE Primary School are committed to working in partnership with parents and are always willing to share concerns and agree a positive way forward. In order to ensure this happens, everyone who comes on to the premises is required to behave appropriately and treat staff, children and all other users of the school's site with the respect to which they are entitled.

In accordance with the school's Parent Code of Conduct policy, if you continue to behave in this manner then I will have no option but to take action to restrict your access to the site and contact with school staff. If matters escalate further, the school may also involve the police and/or initiate a criminal prosecution against you which may result in a fine. I do hope however that you will from now on conduct yourself at all times in a calm and polite manner to avoid further action.

If you wish to discuss this matter with me further, please let me know and I would be happy to arrange a meeting to do so.

Yours sincerely

Headteacher

## **Model letter banning a parent from the school site**

Dear [name of parent]

### **Behaviour on School Premises**

[Following my letter dated [ ] warning you of the consequences of continuing with your unacceptable behaviour on [date]] I write to express [further] concerns as a result of your behaviour in school on [date] when you [add details of incident].

Staff at St Mary's CE Primary School are committed to working with parents and are willing to share concerns and agree a positive way forward. In order to ensure this happens, everyone who comes on to the premises is required to behave in an appropriate manner and treat all users of the school site with the respect to which they are entitled.

Because of the above incident, and in accordance with the school's Parent Code of Conduct policy, I am writing to tell you that unless you have an agreed prior appointment made with the school, you must not come on to any part of the premises up until [set out date]. It is your responsibility to make arrangements for your child/children to get to school.

This decision will be reviewed and you have the right if you so wish, to make representations about the decision to withdraw your right of access through the usual complaints procedure.

If you continue to enter the school's premises and cause a nuisance, we will have no option but to inform the police who may decide to take action to restrict your access to the site and issue you with a fine of up to £500. In the event that the police decide not to prosecute and you continue to enter the school site the academy trust may look to bring a private prosecution against you.

We hope however that you will abstain from coming on to the school site to avoid any further action.

Headteacher