

# Horniman Primary School



## Parent/Carer and Visitor Code of Conduct

This policy was agreed by Governing Body delegation to the Resources Committee on:	
(and supersedes all previous policies relating to this area)	
Governor Signature	
Signed by:	Print: Hilary Satchwell
Headteacher Signature	
Signed by:	Print: Andrew Pickering
Implemented:	June 2023
Review date:	June 2025
Author:	A Pickering

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## 1. Introduction

At Horniman Primary School we are very proud and fortunate to have a very dedicated and supportive school community. We value our strong relationship with parents and carers and appreciate that the education of our children works best as a mutually supportive partnership between us.

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

We trust that parents and carers will assist the school with the implementation of this code of conduct and we thank you for your continuing support of the school.

## 2. Purpose and scope

The purpose of this code of conduct is to provide the expectations around the conduct of all parents, carers and visitors connected to our school.

This code aims to clarify the types of behaviour that will not be tolerated and seeks parental agreement to these expectations.

The code of conduct also sets out the actions the school can take should this code be ignored or where breaches occur.

At Horniman, we believe it's important to:

- Work in partnership with parents to support their child's learning (see Home School Agreement below)
- 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 policy).

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

## 3. Our expectations of parents/ carers and visitors

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our pupils
- Treat all members of the school community with respect – setting a good example with language and behaviour.
- Seek a peaceful solution to all issues
- Support the school in ensuring children follow the behaviour policy
- Expect and support good behaviour from their child(ren) (or those in their care), in order to minimise conflict, aggression or any unsafe conduct-

- To support their child to rectify their actions, especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off premises
- To use other strategies rather than using 'staff' as threats to admonish their children's behaviour
- To help keep our school tidy
- To keep the school grounds safe. For example adhering to parking restrictions in front of the school.
- Approach school staff to help resolve any issues of concern. In the first instance contact the class teacher and then a member of SLT and then the Chair of Governors

### 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 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 social media platforms
- Sending abusive or threatening emails or text/voicemail/Whatsapp/phone messages or other written communications (including social media) to anyone within the school community.
- Use of physical punishment against your child
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed by adults during authorised events)
- Damaging or destroying school property.
- 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 or carer 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 or carer
- Invite the parent into school to meet with a senior member of staff or 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)
- Consider whether it is appropriate to ban the parent or 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 any parent from the school site.

Please refer to the school's Complaints Policy, should you wish to raise a concern or make a complaint

## **Appendix 1: Inappropriate use of Social Media**

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and 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 libelous or defamatory comments on Facebook, Instagram, WhatsApp 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.

## Appendix 2 Home School Agreement



### Home - School Agreement

#### **We believe:**

- Every child will personally develop through growth in each of our keys to success: perseverance, resilience, getting along, organisation and confidence.
- All learning should be engaging, fun and challenging through a diverse and stimulating curriculum.
- In having high expectations of everyone.
- In the right to feel safe and supported and work in a happy environment that promotes pride, care and mutual respect.
- In building relationships and working together, embracing opportunities and creating positive changes in our school, the local community and the global context.
- In good communication with the whole school and the wider community.
- In respecting individuality and valuing everyone irrespective of their abilities, interests or difficulties and that we can challenge prejudice at all levels.
- Our school will inspire life-long learning.

#### **Together we will:**

- Celebrate school and individual successes.
- Work within and promote the aims of the school.
- Make learning fun.

#### **The school will:**

- Care for your children's safety and happiness.
- Have high expectations for teaching and learning.
- Establish a good rapport with parents/carers and respond positively to concerns and queries.
- Contact parents/carers promptly if there are concerns about attendance, punctuality, learning, well-being or behaviour.
- Keep parents/carers informed about children's progress and individual needs through parents' evenings, school reports and appointments for specific concerns.
- Keep parents/carers informed about school activities through newsletters, the school website, texts and letters.
- Encourage home learning in line with the school's home learning policy.

#### **Parents/Carers**

##### **I /we will:**

- Make sure that my child attends school regularly, on time and properly equipped.
- Inform the school of any changes that may affect my child's learning or behaviour.
- Support Horniman School's Behaviour Policy.
- Find out about my child's life and learning at Horniman School.
- Build up a supportive relationship with staff at the school.
- Respect the staff, other children and the school environment and encourage my child to do the same.

- Support my child to complete home learning activities.
- Read regularly with my child.
- Inform the school of any changes to my contact details.
- Take responsibility for my child's online activity.

## **The Child**

**I will follow Horniman School's Rules:**

### **Be Respectful**

Treat others how you would like to be treated.

Remember to say please, thank you, I'm sorry and you're welcome.

### **Be Honest**

Always tell the truth.

### **Be Responsible**

Try your best.

Accept consequences and learn from your mistakes.

Take care of personal and school property.

### **Be Kind**

Be gentle with others.

Include others and be cooperative.

### **Be Safe**

Be in the right place at the right time.

**Signed:** .....

*On behalf of the School*

**Signed:** .....

*Name: ..... (Parents/ carers)*

**Signed:** .....

*Child*

**Date:**