



Margaret Roper Catholic Primary School

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Parent code of conduct

Approved by:	[Governors Curriculum & Ethos Committee]	Date: [06/03/24]
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1. Purpose and scope

At Margaret Roper Catholic Primary School, we believe that each individual is uniquely created and precious to God. As a Catholic community, guided by the Holy Spirit, we will follow the example of Jesus Christ in all aspects of daily life. Our Children's Mission Statement states that:

Margaret Roper Primary School is where kindness and friendship are shown in every way. We are a Catholic school and believe and follow Jesus Christ in whatever we do.

We are a caring school with manners, courtesy, and concern for everyone.

In the Papal Encyclical 'Fratelli Tutti' 2020, Pope Francis calls all nations and people, but particularly Catholics, to play our part in building peace, and to focus on becoming a neighbour to others. Our school, to live out its mission, needs to ensure it responds to this call and to treat *all* people as our 'Brothers and Sisters' (Margaret Roper School Equalities Policy) .

At Margaret Roper School, 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
- Help build a community whereby we live out the Gospel values

Our School Code of Conduct states that:

All workers, volunteers and customers are entitled:

- to be treated with dignity, respect, courtesy and fairness
- not to be bullied, harassed or victimised
- not to experience any form of unlawful discrimination

The School will not tolerate unfair, offensive or unlawful discriminatory behaviour or bullying.

At Margaret Roper School, 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
- Help build a community whereby we live out the Gospel values

To help us do this, we set clear expectations and guidelines on behaviour for all members of our community. This starts with our Mission Statement our Home-School Agreement, our Statement of Behaviour Principles and our On-line Safety Policy, all of which can be found on our school website. Staff and Governors are also expected to abide by an appropriate Code of Conduct.

This Parent Code of Conduct Policy aims to help parents and the school to work together by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

Anyone with parental responsibility for a pupil attending our school

Anyone caring for a pupil attending our school (such as legal guardians, carers, grandparents or child-minders etc)

We use the term 'school community' to refer to our staff, governors, parents, visitors, and pupils. Visitors include other professionals attending our school.

2. Our expectations of parents, carers and other 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 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

Follow the relevant policies that are listed on our school website to pursue any issues of concern

Approach the right member of school staff, using the appropriate channels, to help resolve any issues of concern

3. Behaviour that will not be tolerated

This list is not exhaustive but provides examples of behaviour that will not be tolerated either on our school site or during other events off site, when a pupil is representing our school or is on a school trip.

Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)

Going beyond the reception area of the school building unaccompanied and/or without permission from a member of staff.

Swearing, spitting or using offensive language

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

Threatening another member of the school community, either verbally or physically

Making defamatory, offensive or derogatory verbal comments to any member of our school community

Sending abusive messages to another member of the school community including via text, email or social media

Sending defamatory, offensive or derogatory comments about the school, its staff or any member of its community via email or letter

Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms

Making persistent and vexatious complaints against the school (see Margaret Roper School Policy for Persistent and Vexatious Complainants)

Using physical punishment against your child while on school premises

Any aggressive behaviour (physical, verbal or written) towards any other child or adult

Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention

Damaging school property or damaging property belonging to staff that is on the school site

Stealing school property

Being on the school site without good reason (good reason being collecting or dropping off a pupil, attending a meeting or a school event by prior invitation)

Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)

Possessing or taking drugs (including legal highs)

Bringing dogs onto the school premises (other than guide dogs) except in a designated area, or if having been specifically asked not to for any reason.

Persistently (more than 3 occasions in one academic year) driving onto the school site to drop off or collect a child without consent from the school.

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:

- Send a warning letter to the parent, together with the relevant school policies.

- Invite the parent into school to meet with two senior members of staff

- Contact the appropriate authorities including the police and/or social care

- Seek Legal Advice regarding further action

- Ban the parent or visitor from the school site (see Margaret Roper School Policy for removing or restricting access of third parties to the school premises)

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 from the school site (see Policy for removing or restricting access of third parties to the school premises).

This document uses The Key Support Services Ltd Parental Code of Conduct Template (February 2024) which was approved by Forbes Solicitors).

School policies referenced in this document include (see school website for details) :

Margaret Roper School Mission Statement

Margaret Roper Home School Agreement

Margaret Roper School Statement of Behaviour Principles

Margaret Roper School Equalities Policy

Margaret Roper School Policy for Persistent and Vexatious Complainants

Margaret Roper Policy for removing or restricting access of third parties to the school premises

Code of Conduct for Governors

Margaret Roper School Code of Conduct

Other useful policies on school website:

Margaret Roper School Complaints Policy (see school website)

Margaret Roper School Behaviour Policy

Margaret Roper School Positive Handling Policy

Margaret Roper School Anti-bullying Policy

Margaret Roper School On-line Safety Policy

Appendix 1: model letters

Initial warning letter from the headteacher

➤ Consider removing these model letters before sharing the code of conduct with parents or if you decide to link to it on your website

Dear [parent name],

I've received a report about your conduct on [time and date].

[Summary of incident, including location, and the effect on staff, pupils and other parents.]

If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct. [Please find a copy attached to this letter.]

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour in our school. [Please find a copy attached to this letter.]

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

Further breaches of the code of conduct may result in a ban from the school premises.

If you want to invite the parent in for a meeting, add:

I'd like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on [phone number] to book an appointment.

Yours sincerely

Headteacher

Model letter banning a parent from the school site

Dear [parent name],

ing to inform you that, after consultation with the chair of governors, I am banning you from the school site [e].

You can also choose to ban a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of our parent code of conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the ban, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Headteacher