

# **Parent and Visitor Code of Conduct**

## **Rationale**

At Katherine Semar Schools we are very fortunate to have supportive and friendly parents. Our parents recognise that educating children is a process that involves partnership between the home and school and understand the importance of good working relationships to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in school life.

The purpose of this policy is to provide a reminder to all parents and visitors about expected conduct so that we can work together to ensure a safe and positive school environment for our school community.

## **Respect and concern for others and their rights**

We expect parents and carers to show respect and concern for others by:-

- Supporting the respectful ethos of our schools by setting a good example in their own speech and behaviour towards all members of the school community;
- Working together with teachers for the benefit of children. This includes approaching school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- Respecting the school environment, including keeping school tidy by not littering, returning equipment that has been borrowed;
- Parking responsibly and respectfully by not parking on the zig-zag lines outside school or blocking residents' driveways. (Parents with a disabled badge, may use the disabled bay in the car park by prior arrangement with the school office).

Our staff have the right to:-

- Schedule a meeting at a mutually convenient time;
- Request details prior to a meeting if the matter is related to school;
- Have another member of staff to accompany them to any meeting;
- Only have emails via the school office and not sent to individual school email accounts
- Not to reply to any emails received (via admin) during a weekend or holiday until the next working week begins.;
- Take up to 48 hours to respond to email and phone messages during the working week;
- Send a holding message if more than 24 hours is required to investigate the matter raised;
- Not to be contacted via social media e.g. Messenger;
- End a meeting if they feel uncomfortable and reschedule if necessary.

## **In order to support a peaceful and safe school environment, school cannot tolerate:-**

- Disruptive behaviour which interferes with the operation of a classroom, the office area, the outside learning environment or any other part of school grounds; (including sports fixtures);
- Using loud, threatening and/or offensive language or displaying temper;
- Threatening harm or the use of physical aggression towards another adult or child. This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child;

- Damaging or destroying school property;
- Abusive or threatening emails, phone or social network messages;
- Defamatory, offensive or derogatory comments regarding school or any of the pupils/staff, at the school on Facebook or other social media. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels. Please see our complaints policy;
- Parents posting photographs and other media of school events/trips on social media;
- Smoking (including vaping) and consumption of alcohol or other drugs or accessing the school site whilst intoxicated. On the school premises, alcohol may only be consumed during authorised events;
- Dogs being brought onto school premises, apart from assistance dogs.

*Should any of the above behaviour occur, the school may feel it necessary to contact the appropriate authorities and if necessary, even ban the offending person from entering the school grounds.*

*We trust that parents and carers will assist our school with the implementation of this policy and thank you for your continuing support. We would expect that parents would make all persons responsible for collecting children aware of this policy.*

## *Appendix 1 – Inappropriate use of Social Networking Sites*

*Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/pupils. The Governors of our school 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, Assistant/Deputy Headteachers, 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 at our school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they may 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 content or activity which breaches this. Our schools also expect that any parent/carer or pupil removes such comments immediately.*

*In serious cases school will also consider legal options (including contacting the police) 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.*