



# **Parent Code of Conduct Policy (Whole School including EYFS)**

---

## **Independent Day School**

## **Our Lady of Sion School**

Last Reviewed: June 2023

Frequency of Review: 2 Years

Next Review Due: June 2025

## **Purpose and scope**

At Our Lady of Sion 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, and
- 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 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)

## **Our expectations of parents and carers**

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;
- approach the right member of school staff to help resolve any issues of concern.

## **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
- Use of physical punishment against your child while on school premises
- 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 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)

## Use of Social Media

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 or apps being used in this way as unacceptable and not in the best interests of the students or the whole school community.

Any concerns you may have must be made through the appropriate channels by speaking to the appropriate member of staff, so they can be dealt with fairly, appropriately, and effectively for all concerned.

### **'Think before you post'**

We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents, or children.

## 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
- 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 our 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 Chair of Governors before banning a parent from the school site.

**Approved by Chair of Governors June 2023**

**Appendix A: Letters for use in barring parents from school premises**

**Letter 1: Warning (sent by Headteacher)**

Special Delivery

Dear.....

Our Lady of Sion School promotes working, learning, and developing together. We believe that good relationships are at the heart of everything we do.

However, I have received a report about your conduct on school premises on **(enter date and time)**. **(Add the expectation that was not adhered to and a factual summary of the incident and its effect on staff, students, and other parents.)**

I must inform you that Our Lady of Sion School will not tolerate conduct of this nature on its premises and will act to protect its students and staff. We aim to treat all those we are in contact with in a respectful manner, because anything else goes against our ethos and the way we work.

Nevertheless, 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 about your conduct.

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)**.

Yours sincerely

**Letter 2: Withdraw permission pending review (sent by the Headteacher)**

Special Delivery

Dear.....

Our Lady of Sion School promotes working, learning, and developing together. We believe that good relationships are at the heart of everything we do.

However, I have received a report about your conduct on.....at.....

**(Add the expectation that was not adhered to and a factual summary of the incident and its effect on staff, students, and other parents.)**

**(Optional reference to first letter from Headteacher)**

I must inform you that we will not tolerate conduct of this nature on the school premises and will act to defend school staff and students. Our Lady of Sion School aims to treat all those we are in contact with in a respectful manner, because anything else goes against our ethos and the way we work.

I am therefore instructing you that, until I have reviewed this incident, you are not to reappear on the school premises. If you do not comply with this instruction, I shall arrange for you to be removed from the premises.

The withdrawal of permission for you to enter the school premises takes effect immediately and will be in place for 15 school days in the first instance.

**In the case of a Junior School include:**

For the duration of this decision, you may bring your son(s)/daughter(s) **(complete as appropriate)** to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

**In the case of EY/KS1 children, also insert**

Arrangements have been made your **(delete as appropriate)** son(s)/daughter(s) (insert child/rens names) to be collected, and returned to you, at the school gate by a member of the school's staff.

I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to your conduct on the school site. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct.

Your letter will enable me to take a decision on whether or not you will be allowed on the school premises after the 15 days. Please send me any written comments you wish to make by **(date 10 WORKING days from 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 your case.

Yours sincerely

**Letter 3a: Withdrawal of permission confirmed (sent by the Headteacher)**

Special Delivery

Dear.....

Our Lady of Sion School promotes working, learning, and developing together. We believe that good relationships are at the heart of everything we do. However, on..... I wrote to inform you that I had withdrawn permission for you to come onto the premises of Our Lady of Sion School.....

To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to give your written comments on the incidents concerned by.....

I have not received a written response from you/I have received a letter from you dated....., the contents of which I have carefully considered.

In the circumstances, and after further consideration of the incident of poor conduct, I have determined that the decision to withdraw permission for you to come onto school premises should be confirmed. I am therefore instructing that, until further notice, you are not to come onto the premises of the school without my prior knowledge and approval.

If you do not comply with this instruction I shall arrange for you to be removed from the premises of the school. If you cause a nuisance or disturbance on the premises, you may 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.

Even though we have taken this decision, we remain committed to the education of your child/ren, who must continue to attend school as normal.

**In the case of a Junior School include:**

For the duration of this decision, you may bring your son(s)/daughter(s) **(complete as appropriate)** to school and collect them/him/her (delete as appropriate) at the end of the school day, but you must not go beyond the school gate.

**In the case of EY/KS1 children, also insert**

Arrangements have been made for your **(delete as appropriate)** son(s)/daughter(s) (insert child/rens' names) to be collected, and returned to you, at the school gate by a member of the school staff.

This decision will be reviewed again..... **(insert review date which should be within a reasonable period and no longer than six months).**

When deciding whether it will be necessary to extend the withdrawal of permission to come onto the school premises, consideration will be given to the extent of your compliance with the decision, any appropriate expressions of regret and assurance of future good conduct received from you; and any evidence of your co-operation with the school in other respects.

Finally, I would advise you that your complaint is being considered under the appropriate stage of the school's parental complaints procedure. The school will contact you about this in due course.

Yours sincerely

**Letter 3b: Restore permission after review**

Special Delivery

Dear.....

Our Lady of Sion School promotes working, learning, and developing together. We believe that good relationships are at the heart of everything we do.

On..... Mrs/Miss/Mr/Mx..... (Headteacher's name) wrote to inform you that he/she had temporarily withdrawn permission for you to come onto the premises of Our Lady of Sion School.

To enable her/him to determine whether to confirm this decision for a longer period. You were given the opportunity to give your written comments on the incident concerned by.....

We have not received a written response from you/I have received a letter from you dated....., the contents of which I have carefully considered.

In the circumstances, I have decided that it is not necessary to confirm the decision and I am therefore restoring to you permission to come onto the school premises, with immediate effect.

**(Optional)** I must warn you, however, that if it should become necessary in the future, I shall not hesitate to withdraw permission for you to come onto the school premises once again.

Yours sincerely

**Letter 4a: Continue ban after second review**

Special Delivery

Dear.....

Our Lady of Sion School promotes working, learning, and developing together. We believe that good relationships are at the heart of everything we do.

On..... Mrs/Miss/Mr/Mx..... (Headteacher's name) wrote to inform you that he/she had temporarily withdrawn permission for you to come onto the premises of Our Lady of Sion School.

To enable her/him to determine whether to confirm this decision for a longer period. You were given the opportunity to give your written comments on the incident concerned by.....

We have not received a written response from you/I have received a letter from you dated....., the contents of which I have carefully considered.

You were also advised that we would take steps to review this decision by.....

I have now completed the review. However, I have determined that it is not yet appropriate for me to withdraw my decision. **(Add brief summary of reasons).**

I therefore advise that the instruction that you are not to come onto the premises of the school....., without my prior knowledge and approval remains in place..... (insert date).

If you do not comply with this instruction, I shall arrange for you to be removed from the premises and you may be prosecuted under Section 547 of the Education Act 1996; if convicted under this section, you are liable for a fine up to £500.

I shall undertake a further review of this decision by..... **(insert review date which should be within a reasonable period and no longer than six months).**

In the meantime, you can write to me with a statement of your views, which I will consider.

Yours sincerely



**Letter 4b: Restore permission after last review (sent by the Headteacher)**

Special Delivery

Dear.....

Our Lady of Sion School promotes working, learning, and developing together. We believe that good relationships are at the heart of everything we do.

I wrote to you on ..... confirming that permission for you to come onto the premises of the school..... had been withdrawn until further notice. I also advised you I would take steps to review this decision by.....

I have now completed the review. I have decided that it is now appropriate to restore permission for you to come onto the school premises with immediate effect.

I trust that you will now work together with the school and there will be no further difficulties of the kind which made it necessary to restrict your access to the school premises.

**(Optional)** I must warn you, however, that if it should become necessary in the future, I shall not hesitate to withdraw permission for you to come onto the school premises once again.

Yours sincerely