



Code of Conduct for Parents & Carers

At Northburn Primary School, we strive to build a strong relationship with parents to help create a stimulating learning environment that continues from school to home, providing all pupils with the opportunity to achieve to the best of their ability.

To create a welcoming and safe learning environment, the school implements a specifically designed set of rules regarding behaviour and conduct which parents are expected to act in accordance with.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils or other parents may result in individuals being removed from the premises.

This document outlines the manner in which parents are expected to act whilst on the school premises, as well as detailing the type of behaviour that will not be tolerated.



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A guide to supporting you and your child successfully through school

At Northburn Primary School we are committed to a respectful, communicative and mutually supportive relationship between parents and staff.

As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents / carers to participate fully in the life of our school.

This guide outlines the rules that apply to all parents and carers in our school. Our aim is to provide you with a framework that sets out the expected conduct and helps prevent misunderstandings and any situations blowing out of control so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

The essentials:

- Make sure your child arrives to school on time and is picked up promptly (if appropriate); or let us know if you are running late or if your child is going home with someone else.
- Any children who do arrive late to school, must be signed in by an adult at the school office.
- Complete all consent, contact and medical forms and inform us straight away if anything changes.
- Make sure your child has the correct clothing for any activity they are involved in. We also ask that your child's clothing is named.
- Maintain a good relationship with your child's class teacher and attend parents evenings, school events and parent updates wherever possible or re-arrange if necessary to share information about your child's development.
- Talk to us if you have any concerns about any part of your child's education and development – we want to hear from you.
- If you have a concern and wish to make a formal complaint, please ensure that you correctly follow the school's policies and complaint procedures (found on the website).

The school expects parents and carers to:

- Respect the caring ethos of the school
- Understand that parents and teachers need to work together for the benefit of our children
- Demonstrate in their own behaviour that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour
- Understand that even if there is conflict due to a member of staff's oversight, parents must remain calm and respectful and be mindful that we are all working together for the child's best interests
- Approach school staff to inform them of any issue and allow them to help resolve issues
- Work with the school to build relationships with its staff
- Know that children cannot be moved classes on request of the parent
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Correct their own child's behaviour, especially where it could lead to conflict
- Avoid using staff as threats to admonish children



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In order to support a peaceful and safe school environment the school does not tolerate:

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, office or other area of school grounds
- Loud or offensive language, swearing, cursing or displaying temper
- Threatening to do actual bodily harm to a member of school staff, governor, visitor, parent / carer or pupil
- Damaging or destroying school property
- Sending abusive or threatening emails, text / voicemail/ phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils / parents / staff at the school on Facebook or other social network sites
- The use of physical aggression towards another adult or child. This includes physically punishing your own child on school premises
- Chastising someone else's child
- Smoking, vaping or consuming alcohol or drugs whilst on the school site
- Bringing dogs on to school premises (other than assistance dogs such as Guide Dogs for the Blind, Hearing Dogs for the Deaf)

We want you and your child to enjoy the best possible educational experience they can. Being aware of our school's expectations will help you to do that.

We expect all parents to follow the expected behaviour and requests set out in this document. If any parent behaves in a way which contradicts this code of conduct, we will address the problem at the earliest opportunity and aim to resolve the issue.

Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.

The school reserves the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour. The police may be contacted to provide advice on managing an incident or to assist in the removal of an individual from the premises, where necessary. The police will be contacted where a parent is being violent or has committed assault, or where the event has caused harm to an individual.



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Persistent concerns or breaches may result in banning the offending adult from entering school grounds. This is something we never want to do but the welfare and safety of children and adults on our school site is paramount.

Inappropriate use of Social Network Sites

- Defamatory, offensive or derogatory comments regarding the school or any of the pupils / parent / staff at the school should not be aired on Facebook or other social network sites.
- Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Deputy Headteacher, 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 Northburn Primary 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 pupil removes such comments / material 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.

Driving pupils to school

- When dropping your children off at school in the morning, you may use the public layby outside of the school grounds, alternatively you must adhere to the barrier curfew:
 - No entry between 8:30am - 9:00am and 3:00pm - 3:25pm
 - Must not block the barrier to allow for access for emergency services
- Residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use. Vehicles should be driven in a calm manner which causes least disturbance to residents.
- Engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.
- The speed limit when driving in our school staff car park is 5mph.
- Parents will ensure pupils enter and disembark vehicles safely and cross roads with care.
- Parents must not be using their mobile phone whilst driving in our school staff car park.
- Parents are to use their discretion in severe weather and drive with extra caution as appropriate.
- Any families who do not adhere to our Parent Code of Conduct will be issued with a warning letter. Persistent concerns or breaches may result in banning the offending adult from entering our school staff car park in their vehicle. This is something we never want to do but the welfare and safety of children and adults on our school site is paramount.



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Dress and Appearance

- We expect all adults accessing our site to dress appropriately at all times.
- Please avoid clothing that may be viewed as offensive, revealing, sexually provocative, display contentious slogans and so on.

Photographs, Videos and Images

- Photographs and videos should only be taken under the direction and supervision of senior leaders within the school with the subject being your child.
- Images and videos taken must NEVER be shared or posted on social networking sites.

School Security

- Adults on site must sign in and wear a visible visitor's badge. Those without an enhanced DBS will be supervised at all times.
- Alternative arrangements are in place for whole school events, such as class assemblies and celebration events.



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Meeting called to discuss a breach of Parent's code of conduct

Date:

Parent name:

Parent of:

Present at the meeting:

Summary of concern or breach:

Outcome:

Agreed next steps:

Signature of Parent: