



# Lodge Farm Primary School

## Code of Conduct

**This is an unsigned agreement between our Parent/Carer/Visitors and Lodge Farm Primary School.**

We are extremely proud and fortunate to have a very dedicated and supportive school community at Lodge Farm. At our school, all staff, governors, parents and carers recognise that the education for all children attending is a partnership between all of us, with all parties working for the best outcomes for the children. We encourage good attendance, for the children to wear the correct uniform and take pride in their appearance and for learning to continue at home, using any opportunities available and to discuss and complete homework set by the teacher together as a family.

The purpose of our code of conduct is to provide expectations of the conduct we expect of anyone connected to or visiting our school site. The code aims to clarify types of behaviour that will not be tolerated and seeks parental agreement to the expectations set out. Should the code be ignored or breached, actions that the school can take are listed below.

We expect our school community to respect the school ethos, keep our school and surroundings tidy, park safely outside the school gates and set a good example through their own behaviour while on school premises.

We are all aware of the importance of good working partnerships and recognise the importance of these partnerships to provide our children with the necessary skills for their education. For these reasons, we welcome and encourage parents and carers to participate fully in the life of our school.

### **Behaviour that will not be tolerated includes;**

- Any inappropriate behaviour on the school premises
- Using loud or offensive language or displaying temper
- Acting in a threatening manner towards a member of staff, visitor, governor, fellow parent or carer of a child.
- Damaging, destroying or stealing school property
- Smoking, taking illegal drugs or the consumption of alcohol on school premises
- Sending abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within our school community
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/staff/governors/parents or carers at the school on Facebook or similar sites
- The use of physical, verbal or written aggression towards another adult or child, this includes physical punishment of your own child whilst on the premises
- Disruptive behaviour that threatens to or interferes with any of the school's day to day operation or activities anywhere on the school premises

- Approaching someone else's child in order to discuss or reprimand them because of the actions of this child towards their own – such an approach may be seen as an assault on that child and may have legal consequences
- Dogs being brought onto the school premises (other than assistance dogs)

Should **any** of the above occur on school premises or in connection with school, we may feel it necessary to take action by contacting the appropriate authorities or consider banning the offending person from entering school premises.

We are committed to resolving difficulties in a constructive manner, through open and positive dialogue. We understand that everyday misunderstandings can cause frustration and potentially have a negative impact on relationships. Where issues or misconceptions take place, in the first instance, please contact your child's teacher or a member of our Senior Leadership Team, who will be available to speak with you to go through the issue and hopefully resolve it. Where an issue remains unresolved, please follow the school's complaints procedure, available on the school website or at our school office.

### **What happens if someone ignores or breaks the code?**

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:

- Send an email reminding the person concerned to maintain a high level of conduct at all times (see appendix 1)
- Send a warning letter to the parent, that their breach of our Code of Conduct could lead to further consequences (see appendix 2)
- Invite the parent in to school to meet with a team leader/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 if they are in breach of our Code of Conduct The school will always respond to an incident in a proportional way. (see Appendix 3 and 4)

The final decision for how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will inform the chair of governors when banning a parent from the school site.

In cases where the unacceptable behaviour is considered to be serious and potentially a criminal matter, the concerns will in the first instance be referred to the Police. This will include any cases of threats of violence and actual violence to any child, staff, volunteer or governor in the school. This will include anything that can be seen as a sign of harassment of a member of our school community, such as any form of insulting social media post or any form of cyber bullying.

In cases where evidence suggests that behaviour would be equivalent to libel or slander, the school will refer the matter to the County Council Legal Team for further action. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or a criminal matter, the school will send out a formal letter to the parent/carer and invite them to a meeting.

If the parent/carer refuses to attend the meeting then the school will write to the parent/carer and ask them to stop the behaviour causing the concern and warn that if they do not they may be banned from the school premises. Should this behaviour continue, the parent/carer will again be written to and be informed that a premises ban is in place.

**Note** 1) a ban from school can be introduced without having to go through the steps above in serious cases. 2) Site bans will normally be limited in the first instance.

### **Issues of conduct with the use of Social Media**

Most people take part in online activities and social media. We ask that social media whether public or private, should not be used to fuel campaigns or voice complaints against the school, staff, parents or children. We take the inappropriate use of social media by a parent to publicly humiliate or criticise another parent/carer, staff member or pupil extremely seriously.

Should parents or carers have any concerns about their child in relation to the school, they should;

1. Contact the class teacher initially
2. If the concern remains, contact the Headteacher
3. Is still unresolved, contact the school governors through the steps outlined in the complaints procedure

Social media should not be used to air concerns or grievances.

Examples of inappropriate online activity includes:

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, pupils or parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or pupils
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff or using inappropriate language
- Breaching school security procedures

We take our safeguarding responsibilities extremely seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

Thank you for abiding by the code. Together we hope to create a positive and welcoming environment not only for our children but also for anyone who works or visits our school.

# Appendix 1

## Email to remind parent/carer about good conduct

Dear parent/carer,

I am writing regarding your conduct on [date] at Lodge Farm Primary School. On this occasion we were concerned at the way you [insert details]. We would like to remind you that we have high expectations of the personal conduct of all members of our school community at all times.

Please ensure that you uphold our school values and show respect to our staff, parents and carers, and all members of our school community at all times. Governors have shown support to the school in this regard by publishing a Code of Conduct for all members of the school community (attached).

Please note that if there are further incidents that are in breach of this policy, you could receive a formal warning regarding your behaviour on site.

If you still need any support with resolving the situation, please use our guidance attached, and we will aim to support in any way.

Yours sincerely,

Member of the Senior Leadership Team

# Appendix 2

## Warning Letter 1

Dear [name]

The Governors of Lodge Farm Primary School have a duty to provide a safe and healthy environment for both its pupils and those members of staff employed on the site.

Your conduct on [Date] compromised this responsibility and was contrary to the School's aims in providing an environment in which the pupils and staff feel safe.

On [Date] you [Description of behaviour].

The purpose of this letter is to formally warn you of the consequence of the continuation of such behaviour. I must inform you that should a further incident of a similar nature occur in the future, I would have no alternative other than to ban you from the premises of Lodge Farm Primary School.

You may wish to make representations on the incident, in which case I refer you to the attached copy of the Schools' Complaints Procedure, which sets out the process which you should follow in making your response.

I am sorry that the school has had to take this step as we value contact with you, and other parents, and know that this plays an important part in the educational progress of a child. The school has always maintained that a child's education should be a partnership between the school and parents.

I would hope we could put this behind us and work together in the future.

Yours sincerely

Headteacher

# Appendix 3

## Barring letter 1

Dear [name]

You will recall that I wrote to you on [date of 1st letter] in connection with your conduct on [date of 1st incident]. I stated in the letter my concerns about your behaviour at school and that should a further incident of a similar nature occur, we, the headteacher and the Governing Body would have no alternative other than to consider banning you from the school premises.

As a result of an incident on [date] where you [describe behaviour] I must tell you that you are no longer allowed on the premises of Lodge Farm Primary School. The decision does not alter the school's legal obligation to keep you informed of your child's educational progress. School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with the most appropriate member of staff.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Procedure, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors [at the end of term or a subsequent date].

I am sorry that the school have had to take this step.

Yours sincerely

Headteacher

## Appendix 4

### Serious conduct – leading to ban without warning

Dear [name]

The Governors and Senior Leadership Team of Lodge Farm Primary School have a duty to provide a safe and healthy environment for both its pupils and those members of staff employed on the site. Your conduct on [Date] compromised this responsibility and was contrary to the School's aims in providing an environment in which the pupils and staff feel safe.

As a result of an incident on [date] where you [describe behaviour] I must tell you that you are no longer allowed on the premises of Lodge Farm Primary School.

The decision does not alter the school's legal obligation to keep you informed of your child's educational progress.

School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with the relevant member of staff.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Procedure, which sets out the process for your response. Your ban will be reconsidered by myself and the Governors (at the end of term or a subsequent date). I am sorry that the school have had to take this step.

Yours sincerely

Headteacher