

Jennett's Park CE Primary

Parents, Carers and Visitors' Code of Conduct and Behaviour on School Premises Policy



Date reviewed April 2021

Date of Next review April 2023

Published

Website Status On website

PURPOSE AND SCOPE

Governors at Jennett's Park CE are very fortunate to have a supportive and friendly parent community. Our parents and carers recognise that educating children is a process that involves partnership between parents and the school. We welcome and encourage parents and carers to participate fully in the life of our school and we will act to ensure it remains a safe place to learn and work.

The vast majority of the parents and carers are keen to work with us and are supportive of the school's work. If a parent or carer has concerns we will always listen and seek to address them.

We expect all members of our school community to behave in a reasonable way but sadly, there are occasions when behaviour by parents, carers and visitors to the school is considered unacceptable. This policy outlines the steps that will be taken in those circumstances.

Underlying principles

Understand that both teachers and parents/carers need to work together for the benefit of their children.

Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.

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 in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.

Approach the school to help resolve any issues of concern.

Avoid using staff as threats to admonish children's behaviour.

Behaviour Code

As a Church of England school and a member of the Bonitas Multi-Academy Trust, Jennett's Park CE Primary School, expects that members of the public, parents, carers and other visitors to the school will behave in a polite and courteous manner - to each other, to staff and to pupils.

In their conduct and the way in which they address individual concerns, parents and carers should be good role models. We will not tolerate aggressive, violent, abusive or anti-social behaviour towards anyone on the school site. Should there be clear evidence that there has been a breach of this Behaviour Code, we will take action to safeguard members of the school community. This may include banning the individual from the school premises.

We understand that there may be occasions upon which a problem you encounter makes you feel angry. Here are a number of ways in which to deal with that situation:

- Deal with your anger before going to the school. An angry confrontation will normally prompt a defensive response rather than a helpful one. School staff may also refuse to talk to you while you are angry, so you will have achieved nothing.
- Don't jump to conclusions. What made you angry may not be what happened in reality.
- Make an appointment to see the relevant person. If you just turn up at the school, staff may not be able to give you the time you need.
- Make a note of the things you are unhappy about. It will help to clarify issues and help you when you meet the member of staff.
- Consider having a friend with you when you have your meeting if you find it difficult to manage meetings.
- Don't expect an immediate solution. The person you're talking to will need to validate your concerns before being able to take any action or reach a solution.
- If you feel that your concern has not been dealt with effectively you should ask for a copy of the school complaints procedure. This will provide details of the informal and formal procedure for taking your concerns further.

TYPES OF UNACCEPTABLE BEHAVIOUR (this is not exhaustive)

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour or disorderly conduct which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school grounds.
- Using loud/or offensive language, shouting, swearing, cursing, using profane language, attempting to physically intimidate, use of aggressive hand gestures or displaying temper.
- Threatening to harm a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications.
- Defamation of the school or staff character on Facebook or other social networking sites.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own children.
- Smoking and consumption of alcohol or illegal drugs on school premises.
- Mobile phones being used on the school premises during school hours.
- Dogs being brought on to school premises with the exception of assistance dogs.

STEPS TO BE TAKEN IF AN INCIDENT OCCURS

STEP 1:VERBAL WARNING

The headteacher (or member of SLT) will speak to the person or persons perpetrating such an incident, privately. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the headteacher has been subject to abuse this will be done by the chair of governors (or another appointed governor).

STEP 2:WRITTEN WARNING

If a second incident occurs involving the same person or persons, the headteacher will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the headteacher has been subject to abuse this will be done by the chair of governors or other appointed governor. NB: Any incidents of violent conduct would immediately proceed to step 5. At any stage, the school may report serious incidents of abusive and threatening behaviour to the Trust. The school has a statutory responsibility to report any racist or discriminatory incidents to the Trust. Any act of actual or threatened violence will be referred to the police immediately. See STEP 2 example letter.

STEP 3:FINAL WRITTEN WARNING

If a third incident occurs involving the same person or persons, headteacher will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action.

STEP 4:EXCLUSION FROM SCHOOL PREMISES

If such an incident recurs or if an initial incident is considered serious enough, the headteacher would enforce an exclusion from school premises.

STEP 5:REMOVAL BY POLICE

If, following a decision to exclude a person from the school premises, that person persists in entering school premises, they may be removed by the police as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

All parents, even if excluded from school premises, are not excluded from the rights to access to school and have a right to seek an appointment to speak to school staff about their child's educational progress.

STEP 2 SAMPLE LETTER

This is an example of a warning letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may need to be varied according to the circumstances. It is advisable to discuss the matter with the Trust before sending such a letter.

Dear

It has been reported to me that you have caused a disturbance on Jennett's Park CE Primary School's premises on (date).

We have spoken privately about your unacceptable behaviour in the past and you reassured me (or member of the SLT) that such an incident would not be repeated.

On this occasion, your behaviour has upset (who or a number of members of staff, pupils, etc) who were present.

(Optional) If you are unhappy about any aspect of your child's education then we can arrange to have a meeting at an appropriate time and place.

This letter serves as a written warning, in accordance with our Parents, Carers & Visitors Code of Conduct. I must inform you that any repetition of such behaviour could lead to an immediate withdrawal of permission for you to enter the school premises.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours sincerely

cc: Chair of Governors

STEP 3 LETTER

This is an example of a warning letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may need to be varied according to the circumstances. It is advisable to discuss the matter with the Trust before sending such a letter.

Dear

I have received a report from XXXX about your unacceptable conduct on (date). I am writing to you as Headteacher of Jennett's Park CE Primary School.

(Provide a brief summary of the incident and its effect on staff and pupils)

I note that you have had a private conversation and a written warning about your conduct in the past.

I must inform you that the governors will not tolerate conduct of this nature and will act to defend school staff and pupils.

(Optional) If you are unhappy about any aspect of your child's education then you can arrange to have a meeting with myself as Headteacher and other members of the team at an appropriate time and place.

This letter serves as a final written warning, in accordance with our Parents, Carers & Visitors Code of Conduct. I must inform you that any repetition of such behaviour will lead to an immediate withdrawal of permission for you to enter the school premises.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours sincerely

cc: Chair of Governors & Trust

STEP 4 LETTER 1

This is an example of an initial ban letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may need to be varied according to the circumstances. The matter must be discussed with the Trust before sending such a letter.

At this stage, the ban takes effect immediately, but as the letter indicates, the parent must be enabled to make representations. A period of a week is recommended to allow for this, at the end of which the headteacher should consider any representations made, then make a decision to either confirm the ban or discontinue it.

Dear

I have received a report about your unacceptable conduct on (date). (Provide a brief summary of the incident and its effect on staff and pupils) I am writing to you as Headteacher of Jennett's Park CE Primary School.

I note that you have had a private conversation and a written warning about your conduct in the past.

I must inform you that the governors will not tolerate conduct of this nature and will act to defend school staff and pupils. As Headteacher, 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. 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 currently liable to a fine of £500.

Special arrangements can be made for you to meet with me, if necessary, but this may only be with the written permission of the governors. The withdrawal of permission for you to enter the school premises takes effect immediately and will be in place for (insert days) school days in the first instance. I still need to decide whether it is appropriate to confirm this decision. Before I do, I wish to give you an opportunity to write to me with any comments or observations of your own in relation to the report that I have received. These comments may be to challenge or explain the facts of the incident, to express regret and give assurances about your future good conduct.

To enable me to take a decision on this matter, please send me any written comments you wish to make by (date 10 school 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

cc: Chair of Governors & Trust

STEP 4 LETTER 2

This is an example of a letter to state that a ban is being upheld. The actual wording may need to be varied according to the circumstances.

Dear

On (date) I wrote to inform you that as Headteacher I had withdrawn permission for you to come onto the premises of Jennett's Park CE Primary 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 incident concerned by (date). I have not received a written response from you/I have received a letter from you dated (date), the contents of which I have carefully considered.

In the circumstances, and after further consideration of the report, 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 the prior knowledge and approval of the Headteacher. 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, I as Headteacher and my staff at Jennett's Park CE Primary School remain committed to the education of your child(ren), who must continue to attend school as normal under the arrangements set out in my previous letter.

This decision will be reviewed again (insert review date which should be a reasonable period and no longer than 6 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.

If you wish to pursue the matter further you have a right to complain to a panel of school governors who have not been involved previously and who will consider the circumstances of the decision to withdraw permission for you to come on to the school site. You can make your complaint by writing to the Clerk to the Governors, c/o Jennett's Park CE Primary School.

(Where the incident has arisen in the context of a parental complaint against the school, the following may be inserted) Finally, I would advise you that I as Headteacher will ensure that your complaint that (insert details) is considered under the appropriate stage of the school's complaints procedure. The school will contact you about this in due course.

Yours sincerely

cc: Headteacher and Trust