



## **Parent Code of Conduct**

*for adoption by all CDAT schools*

This Code of Conduct is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under the document will reflect this.

*'Blessed are those who act justly, who always do what is right'*

*Psalm 106:3*

<b>Approved by</b>	<b>Date</b>	<b>Review Schedule</b>	<b>Date of next review</b>
Trust Board	March 2025	Bi-annually	March 2027

## Contents

1. Purpose and scope .....	2
2. Our expectations of parents and carers.....	2
3. Communications between Home and School.....	3
4. Types of Behaviour that are considered Serious and Unacceptable .....	3
5. Breaching the code of conduct .....	4

---

## 1. Purpose and scope

All CDAT schools are committed to:

- Valuing the uniqueness of every child
- Aspiring to excellence
- Being a nurturing, learning community, working in partnership with parents to support children's learning
- Creating a safe, respectful and inclusive environment for pupils, staff and parents
- Modelling 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 childminders)
- 

## 2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Support and encourage their child to follow the school ethos of respect and inclusion
- Support their child to arrive punctually at school every day, giving them the best opportunity to learn and achieve
- Support their child's participation in all aspects of school life and encourage them to join in a wide range of activities before and after school
- Support and share the successes their child has outside of school, allowing us to celebrate them together
- Work together with staff in the best interests of our pupils
- Adhere to school policies and procedures to ensure the needs of all pupils can be met
- Treat all members of the school community with respect – setting a good example with speech and behaviour

- Seek a peaceful solution to all issues
- Act responsibly and appropriately to address 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 appropriate member of school staff to help resolve any issues of concern
- Support the school's behaviour policy, including its use of sanctions. Respond to incidents in a structured and rational way, working alongside school staff

### **3. Communications between Home and School**

We ask parents and carers to:

- Keep school informed of any changes of address or contact numbers
- Make school aware as early as possible of any change in circumstances which may affect their child's learning opportunities or wellbeing
- Engage with all forms of school communication (eg. newsletters, website) in order to support and reinforce their child's learning at home
- Reinforce the shared value of learning, asking positive questions about the school day
- Prioritise attendance at Parents' Evenings to celebrate their child's successes and discuss progress
- Attend a range of school events to support their child
- Communicate issues in an appropriate manner
- Use appropriate channels to share any concerns or grievances. The school will always seek to resolve issues amicably with parents and carers

### **4. Types of Behaviour that are considered Serious and Unacceptable**

*The behaviours below do not comprise an exhaustive list; other behaviours that undermine a safe, respectful and inclusive environment may also be deemed unacceptable*

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and offsite at other venues)
- Swearing, or using offensive language.
- Using hate speech: any form of communication that demeans, attacks or incites harm against others based on characteristics such as race, ethnicity, religion, gender, sex, sexual orientation, disability.
- 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 or intimidating behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to an appropriate member of staff's attention

- Smoking, vaping or drinking alcohol on the school premises
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

## **5. 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:

- Invite the parent into school to meet with a senior member of staff or the Headteacher
- Send a warning letter to the parent
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the Trust and its legal team (as appropriate) regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site, either for a specified period of time or permanently

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. Where there has been a serious breach, the Headteacher will respond following consultation with the Trust CEO and Chair of governors.

## Model Letters

### Initial warning letter from the Headteacher

➤ Consider removing these model letters before sharing the code of conduct with parents or if you decide to link to it on your website

Dear [parent name],

I've received a report about your conduct on [time and date].

[Summary of incident, including location, and the effect on staff, pupils and other parents.]

If the incident is minor, add:

This behaviour is not in keeping with CDAT's Parent Code of Conduct [Please find a copy attached to this letter.] and will not be tolerated in our school.

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

Further breaches of CDAT's Parent Code of Conduct may result in a ban from the school premises.

If you want to invite the parent in for a meeting, add:

I'd like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on [phone number] to book an appointment.

Yours sincerely

Headteacher

## Model letter banning a parent from the school site

Dear [parent name],

I am writing to inform you that, after consultation with CDAT's CEO and the Chair of Governors, I am banning you from the school site until [date].

You can also choose to ban a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of CDAT's Parent Code of Conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the ban, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Headteacher