



## St John's Catholic Primary School

# Parent, Carer & Visitor Code of Conduct and Behaviour on School Premises Policy

March 2020

**Aims and Purpose:** Day to day access to a school is within the control of the Headteacher. Parents, carers and visitors are granted "limited licence" visit the grounds and buildings of the school. We welcome parental involvement in school and in the majority of cases this is managed successfully.

The continued success of our school community is based on a commitment to ensuring the best possible outcomes for all our children. We recognise the importance of working in partnership with parents and carers in order to achieve this, and endeavor to foster positive relationships which are based on trust and mutual respect.

The vast majority of 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.

At St John's Catholic Primary School we are committed to:

- Listening to parents carefully and respectfully, including allocating an appropriate length of time for pre-arranged meetings.
- Responding appropriately to concerns raised.
- Outlining any action that may be required.
- Updating parents and carers on progress and outcomes of the concern.
- Listening and responding to updates from parents and carers.

At St John's Catholic Primary School we expect parents to:

- Communicate their concern respectfully and accurately.
- Listen to and consider the responses from the school.
- Work in partnership with the school in order to reach a resolution, including supporting St John's Behaviour Policy.
- Allow time for the school to respond to concerns (3-5 working days).
- Acknowledge past support and intervention by the school.

**Home School Agreement:** Each academic year, parents and carers are asked to sign the Home School Agreement which sets out expectations of conduct for pupils, parents, carers and staff at the school. Parents and carers are asked to abide by this at all times.

**Types of Unacceptable Behaviour:** 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 running of a meeting, classroom, office or any other area of the school grounds.
- Use of loud/ or offensive language including shouting, swearing, 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 communications.
- Defamation of the school or staff character on Facebook or other social networking sites, including WhatsApp.
- 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.
- Dogs being brought on to school premises with the exception of assistance dogs.

## **Steps to be Taken in the Event of Unacceptable Behaviour**

### **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.

NB: Any incidents of violent conduct would immediately proceed to Step 4.

If the Headteacher has been subject to abuse this will be done by the Chair of Governors (or another appointed Governor). If any such incident occurs near to or within school holidays, weekends or out of reasonable hours, the Chair of Governor (or another appointed Governor) will write to the person or persons highlighting the incident and any relevant particulars.

### **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 with Step 1, if the Headteacher has been subject to abuse this will be done by the Chair of Governors (or another appointed Governor). At any stage, the school may report serious incidents of abusive and threatening behaviour to the Local Authority. The school has a statutory responsibility to report any racist or discriminatory incidents to the Local Authority. Any act of actual or threatened violence will be referred to the police immediately.

### **Step 3: Exclusion from School Premises**

If such an incident recurs or if an initial incident is considered serious enough, the Chair of Governors (or another appointed Governor) will enforce an exclusion from school premises.

### **Step 4: 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 police as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.