

Sydenham School

Parent Code of Conduct



Approved by:	Gloria Lowe	Date: April 2023
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1. Purpose and scope

At Sydenham School we believe it's important to:

- Work in partnership with families to support their child's learning
- Create a safe, respectful and inclusive environment for students, staff and families
- Model appropriate behaviour for our students at all times

At Sydenham School, we value the positive relationships forged with families and visitors to the school. We encourage close links with families and the community and believe that students benefit when the relationship between home and school is a positive one. We also strive to make our school a place where we as adults model for students the behaviour we teach and expect. We place a high importance on good manners, positive communication and mutual respect.

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 students (through our behaviour policy).

This code of conduct aims to help the school work together with families by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a student
- Anyone caring for a child (such as grandparents or child-minders)

2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school
- Work together with staff in the best interests of our students
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Seek a peaceful solution to all issues

- Correct 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 right member of school staff to help resolve any issues of concern

3. Behaviour that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, students 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 behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

4. 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:

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from our Local Authority regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

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.

Appendix 1: model letters

Stage 1

Private and Confidential

Parent/Carer Name + address

DATE

Dear

Re: Unacceptable Conduct - Parent/Carer

At Sydenham School, we value the positive relationships forged with parents/carers and visitors to the school. We encourage close links with parents/carers and the community and believe that students benefit when the relationship between home and school is a positive one. We also strive to make our school a place where we as adults model for students the behaviour we teach and expect. We place a high importance on good manners, positive communication and mutual respect.

I have received a report about your conduct at the school on (time and date).

(Summary of incident, including location, and the effect on staff, students and other parents.)

If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct, here at Sydenham School. [Please find a copy attached to this letter.]

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour at Sydenham School.

[Please find a copy attached to this letter.]

We believe that all staff, students 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 the code of conduct may result in a ban from the school premises.

I wish to give you an opportunity to give me in writing any comments or observations of your own in relation to this matter. Please do so within 10 working days of the date of this letter. These comments may include any assurances you are prepared to give about your future good conduct. There is then an option for us to meet to discuss the situation and how it can be avoided in the future. I look forward to hearing from you.

Yours sincerely,

Ms Lowe

Headteacher

cc: Chair of Governors

Stage 2

Private and Confidential

Parent/Carer Name + address

DATE

Dear

Re: Unacceptable Conduct - Parent/Carer

I am writing to inform you that, after consultation with 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 our 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,

Ms Lowe

Headteacher

cc: Chair of Governors