



New Marston Primary School

**Code of Conduct for Parents and Carers
and Home-School Agreement**

Introduction

At New Marston Primary School, we recognise that the education of our children is a partnership process between all members of our school community. We encourage all adults to demonstrate our school values in every aspect of the life of the school community. The contributions from staff, governors, parents and carers are all highly valued, and we welcome and encourage parents and carers to participate fully in the life of our school.

As a community, we are all aware of the importance of modelling good working relationships to equip all our children with the necessary skills for adulthood. We understand that everyday frustrations can cause misunderstandings which have a negative impact on the life of our school community. We are committed to minimizing and resolving such difficulties in a constructive manner; in this way, we can continue to flourish and progress, in an atmosphere of mutual understanding.

The scope of the policy

Our school already has a code of conduct to which all our employees are bound. This code is aimed at the wider school community, so that all can see and understand the expectations on the behaviour of all parents, carers and visitors connected with the school. This includes (but may not be limited to):

- Parents and carers dropping off or picking up children attending the school, either on the school premises or surrounding areas
- Parents and carers on school premises for meetings, voluntary work etc.

Purpose of the policy

This policy covers the following:

1. Behaviours we encourage (Home/School agreement)
2. Parent/Carer behaviour that will not be tolerated
3. Further guidance on the use of phones & social media
4. What should you do if you have concerns that someone has broken the code
5. What happens if someone is found to have broken the code

All parents and carers are required to comply with this policy. It is the responsibility of parents/carers signing this policy to ensure that all persons attending the school with their children are aware of this policy.

1. Our Home/School agreement

We ask our families to say they will:

- Support and model the values of the school (Grit, Growth, Integrity, Belonging and Kindness)
- Make sure that their child arrives at school on time
- Make sure that their child attends regularly and advise school in case of absence
- Attend parent consultations
- Sign up to class dojo
- Let the school know about any concerns or problems that might affect their child's work or behavior
- Help their child with homework
- Take responsibility for the safety of others by not parking on the zig zag lines or on the double yellow lines outside of school
- Ensure that whilst at new Marston, their child is not on an age inappropriate social networking account
- Remember that any photos taken of their child which include other children are for personal use only, not for social media.

2. Parent/Carer behaviour that will not be tolerated

- Damaging or destroying school property.
- Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities, anywhere on or near the school premises.
- Using loud or offensive language or displaying temper on or near the school premises.
- Threatening in any way, a member of staff, visitor, fellow parent/carers or pupil.
- The use of physical or verbal aggression towards another adult or child.
- Physical punishment of your own children on school premises.
- Approaching someone else's child in order to chastise them because of the actions of this child towards their own child. Such an approach to a child may be seen to be an assault on that child and may have legal consequences.
- Sending abusive or threatening letters, emails or text/voicemail/phone messages to anyone within the school community.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises (except during licensed events).
- Dogs being brought on to the school premises (other than guide dogs).

3. Further guidance on the use of phones & social media

We recognise that most people take part in online activities and social media. It's fun, interesting and keeps us connected with friends and family. However, at school, we must also take our safeguarding responsibilities towards all the children in our community very seriously.

We ask that when using **social media**, you do NOT:

- Post images or videos of children (other than your own) at school events
- Identify other children as attending our school
- Discuss issues to do with individual children in our community
- Post abusive, humiliating or defamatory comments about staff, pupils or other parents
- Publicly threaten any member of the school community
- Publicly criticise or challenge school policies
- Reveal or breach any security procedures relating to school premises

Social media should not be used to fuel campaigns and voice complaints against the school, school staff, parents or pupils.

Think before you post

Mobile phones should **not** be used on school premises, except at organised events in the school hall, where the taking of photographs/videos has been permitted.

4. What should you do if you have concerns that someone has broken the code?

This code of conduct encourages parents/carers to raise legitimate concerns and complaints in an appropriate fashion.

If you have any concerns about the behaviour of other adults or children, in relation to the school community, you should:

1. Contact the headteacher in the first instance. This can be done by requesting an appointment via the school office.
2. If, after meeting with the headteacher, you are not satisfied with the response received, you should next contact the Chair of School Governors, following the complaints procedure laid out in our school complaints policy. This is available on the school's website, but if you would prefer please contact the school office and ask for a paper copy.

In most cases, we hope that your concerns can be resolved through open dialogue with the headteacher and other persons directly involved in the complaint, as appropriate.

Confidentiality and anonymity

When you speak up through the appropriate channels, the information you provide to the school will be dealt with confidentially. This means that it will only be shared with a limited number of people on a strict need-to-know basis.

Whilst it is easier to address concerns when they are raised openly, we understand that in some situations you may not feel comfortable doing this. If you do not want your identity to be known once you have raised a concern, you may ask that the recipient of the concern not disclose it unless you authorise them to do so, or if disclosure is required by law.

Non-retaliation

We encourage you to speak up and will make every effort to protect people that raise legitimate concerns. We will take very seriously any claims of retaliation or discrimination against anyone as a result of raising a concern or assisting in an investigation. We will deal with retaliation as a disciplinary issue if necessary, in order to protect those who do the right thing by speaking up.

5. What happens if someone is found to have broken the code?

Should **any** of the inappropriate behaviour outlined in this policy be found to have taken place, the school governors may feel it is necessary to take action by contacting the appropriate authorities and/or consider banning the offending adult from entering the school premises altogether.

Proportionate actions will be taken as follows;

1. In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will immediately be referred to Thames Valley Police by the headteacher. This will include all cases of threats or violence and actual violence to any child, staff or governor in the school. This will also include anything that could be seen as a sign of harassment of any member of the school community, such as insulting posts on social media or any form of cyber-bullying.
2. In cases where evidence suggests that the unacceptable behaviour is tantamount to libel or slander, the school will refer the matter to the River Learning Trusts Legal Team for further action.
3. In cases where the code of conduct has been broken but the breach was not libellous, slanderous or criminal, then the school will send out a formal letter to the parent/carer with an invitation to a meeting to discuss their behaviour further.

If the parent/carer refuses to attend a meeting with the headteacher regarding any allegations of inappropriate behaviour, then the school will write to that parent/carer, ask them to stop the behaviour causing the concern and warn that further breaches may result in them being banned from the school premises. If after this behaviour continues, the parent/carer will again be written to and informed that a ban is now in place for a set period of time.

In serious cases, the school reserves the right to introduce a ban from the school without going through all the steps outlined above.

Thank you for abiding by this policy in our school.

Together we can create a positive and uplifting environment for our children to grow and develop in.



Home-school Agreement

New Marston Primary School

2020-21

We the family of _____ will:

- Support and model the values of the school (Grit, Growth, Integrity, Community and Kindness)
- Make sure that their child arrives at school on time
- Make sure that their child attends regularly and advise school in case of absence
- Attend parent consultations
- Sign up to class dojo
- Let the school know about any concerns or problems that might affect their child's work or behavior
- Help their child with homework
- Take responsibility for the safety of others by not parking on the zig zag lines or on the double yellow lines outside of school
- Ensure that whilst at new Marston, their child is not on an age inappropriate social networking account
- Remember that any photos taken of their child which include other children are for personal use only, not for social media.

New Marston Primary School will:

- Model and promote the values of Grit, Growth, Community, Kindness and Integrity
- Inform parents/carers of your child's progress through an annual written report, interim progress reports and parent consultation events
- Be available to parents/carers if they need to make an appointment
- Let parents/carers know about any concerns or problems that affect their child's behaviour or work
- Display curriculum plans for each class
- Make available school policies
- Send home the necessary books and tasks for homework
- Update class dojo at least weekly

Signed [parent/carers]:

Signed [school]:

