



# **St Lawrence Primary School**

## **Parent/Carer Code of Conduct**

**2025 - 2028**

**Review date: June 2028**

*This policy has been developed in alignment with our Christian values, inspired by the Parable of the Good Samaritan, emphasising compassion, kindness and a commitment to help others.*

## Contents

|                                                        |   |
|--------------------------------------------------------|---|
| 1. Purpose and scope.....                              | 2 |
| 2. Our expectations of parents and carers .....        | 2 |
| 3. Behaviour that will not be tolerated .....          | 3 |
| 4. Breaching the code of conduct .....                 | 4 |
| 5. Issues of conduct with the use of social media..... | 4 |

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**Note: Parents/Carers must ensure that they make all persons responsible for collecting from school are aware of this policy.**

## 1. Purpose and Scope

At St. Lawrence CE Primary School, we believe it's important to:

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

We believe that the St Lawrence Way is not just for our pupils, but for the whole school community including staff, parents/carers and other family members.

- **Be responsible.**
- **Encourage others.**
- **Show respect.**
- **Try our best.**

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. All parents/carers/grandparents who have children at this school must abide by this policy.

We use the term 'parents' to refer to:

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

We use the term 'school community' to refer to:

- Those who work, volunteer or provide a service to school;
- Children, parent/carers and other family members.

## 2. Our Expectations of Parents and Carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and Christian values of our school.
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- Work together with staff in the best interests of all of our pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour.
- Seek a peaceful solution to all issues.
- Where issues remain unresolved, please follow the school's complaints procedure. This is available on the school website or a copy can be requested from the school office.

### **3. Behaviour that will not be tolerated**

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches).
- Entering the school building without signing in at the school office first.
- Swearing or using offensive language.
- Displaying a temper or shouting at members of staff, pupils or other parents.
- Threatening another member of the school community (verbally or via letter/email).
- Damaging or destroying school property.
- Sending abusive messages to another member of the school community, including via text, email or social media.
- Posting defamatory, offensive or derogatory comments or views 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 (with such chastisement strongly discouraged off site also).
- 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 (including vaping) 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 (or other animals) onto the school premises (other than guide dogs).
- Displaying or wearing anything that causes offence.
- Not parking in designated bay.
- Parking in a disabled persons bay without having a blue badge.
- Demanding to meet with a member of staff immediately (discussions/meetings to take place at a time convenient for school staff).

Should any of the above occur on school premises or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities or consider banning the offending adult from entering the school premises.

Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

It is important for parents and carers to make sure any persons dropping off or collecting their children are aware of this policy.

#### 4. What happens if someone ignores or breaks the code?

In the event of any parent/carer or visitor to the school breaking this code, then proportionate actions will be taken as follows:

- In cases where the unacceptable behaviour is considered to be a serious and potentially criminal matter, the concerns will in the first instance be referred to the Police. This will include any or 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 any form of insulting social media post or any form of social media cyber bullying.
- In cases where evidence suggests that behaviour would be tantamount to libel or slander, (Facebook posts/WhatsApp groups) then the school will refer the matter to the Local Authority legal team for further action.
- In cases where the code of conduct has been broken but the breach was not libellous, slanderous or a criminal matter, then the school will send out a formal letter to the parent/carer.
- If the parent/carer refuses to attend any called meeting then the school will write to the parent/carer and ask him/her to stop the behaviour causing the concern and warn that if he/she do not stop the behaviour, they may be 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.

Note:

(1) A ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be limited in the first instance. Any bans will have a review date and parents will need to change behaviour/attitude to be allowed back.

Please note that the headteacher has the power to ban/evict anyone from their school site if they feel there is a threat to themselves, staff, children or other parents.

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. At St Lawrence's the headteacher will consult the chair of governors before banning a parent from the school site.

#### 5. Issues of conduct with the use of Social Media

Most people take part in online activities and social media. It's fun, interesting and keeps us connected.

Social media includes, but is not limited to:

- Facebook
- WhatsApp
- Instagram
- Snap Chat
- X (previously known as Twitter)

'Think before you post' is a message we want all parents/carers to remember. Social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents/carers or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise the school, another parent/carer, member of staff or child.

If parents have any concerns about their child in relation to the school they should:

1. Initially contact the class teacher
2. If the concern remains, they should contact the Headteacher
3. If the concern is still unresolved, then the school's complaints procedure should be considered, which will result in a formal inquiry and response.

Parents should not use social media as a medium to air any concerns or grievances.

Online activity which we consider inappropriate:

- Identifying or posting images/videos of children;
- Abusive or personal comments about staff, governors, children or other parents/carers;
- Bringing the school in disrepute;
- Posting defamatory or libellous comments;
- Emails circulated or sent directly with abusive or personal comments about staff or children;
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff;
- Threatening behaviour, such as verbally intimidating staff, or using bad language;
- Breaching school security procedures.

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.