

Parent Code of Conduct

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Statement of intent

Our school is part of ACE Derbyshire Trust.

At Morley Primary, we strive to build a strong relationship with parents to help create a stimulating learning environment that continues from school to home, providing all pupils with the opportunity to achieve to the best of their ability.

To create a welcoming and safe learning environment, the school implements a specifically designed set of rules regarding behaviour and conduct which parents are expected to act in accordance with.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils or other parents may result in individuals being removed from the premises.

This document outlines the manner in which parents are expected to act whilst on the school premises, as well as detailing the type of behaviour that will not be tolerated.

1. Legal framework

This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 2011
- Education Act 1996
- Children Act 2004
- DfE (2024) 'Keeping children safe in education 2024'
- DfE (2018) 'Controlling access to school premises'

This document operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Photography and Images Policy
- Social Media Policy
- Child Protection and Safeguarding Policy
- Drug and Alcohol Policy

2. Expectations

Our school expects parents to:

- Act in accordance with this code of conduct at all times.
- Support and reflect the school's ethos and values through their behaviour.
- Set a good example to pupils through their behaviour and the way they interact with staff, pupils and other adults.
- Work together with staff members for the benefit of their child and to resolve any issues of concern.
- Treat all governors, staff members, pupils, other parents and any members of the school community with dignity and respect.
- Where appropriate, clarify their child's version of events with the school to bring about a peaceful solution to any issue.
- Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.
- Respect the school's property and environment by keeping it clean and tidy.
- Follow the school's parking rules and procedures for dropping-off and collecting pupils from school.
- Dress in an appropriate manner when on the school premises and attending school events, and ensure their dress and appearance reflects that they are role models for pupils, e.g. parents may not wear nightwear when dropping-off or collecting pupils.
- Use class dojo and email appropriately, using appropriate language and tone.

Parents are required to act in accordance with all relevant school policies and procedures at all times including, but not limited to, the following:

- Photography and Images Policy
- Drug and Alcohol Policy

- Social Media Policy

Parents can request copies of all relevant policies and procedures from the school office.

3. Driving pupils to school

Parents can park in the Three Horse Shoes pub in the designated parking areas -leaving the middle parking spaces facing the pub. Parents are expected to collect their child and leave the car park in agreement with the landlord.

Parents are encouraged to park at St Matthew's church or The Retreat where ample parking is available.

On Brick Kiln Lane residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use. Vehicles should be driven in a calm manner which causes least disturbance to residents. Parents should not park on the verge near the junction.

Engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.

If children are dropped off early, they need to attend morning club. Children can be dropped off from 08:30. Children should not be left unattended in the front garden before this time. School gates open to all pupils at 08:30. School doors open at 08:45 – we expect all children in for this time.

Pupils should not be collected late - pupils are expected to be collected at **15:20 for Class 1 and 15:30 for Class 2 and 3**. If a parent is delayed in picking up their child for any reason it is the parent's responsibility to call an authorised adult to collect the pupil from school on their behalf. If another adult is collecting, school must be informed in advance. School **will not** release a child unless we have received prior notice from the parent.

Parents that are going to be late picking their child up from school and cannot arrange for an authorised adult to collect the pupil from school on their behalf should inform the school as soon as possible and the child will attend Play and Learn after school club.

4. Inappropriate behaviour

The school takes instances of inappropriate behaviour very seriously and will not tolerate any circumstances that may make pupils, staff members and other members of the school community feel threatened.

Parental behaviour that the school does not tolerate includes, but is not limited to, the following:

- Using foul, abusive or offensive language
- Raising voices inappropriately at another individual
- Making racist or sexual comments
- Using aggressive hand gestures, e.g. raising fists and fingers
- Discriminating against any member of the school community, including pupils, staff, governors and other parents

- Bullying, harassment or intimidation, including physical, verbal and sexual abuse offline and online
- Sending abusive, aggressive or threatening messages, emails or other communications to any member of the school community
- Trespassing on school property without prior permission or implied licence
- Causing intentional damage to school property
- Breaching the school's security procedures
- Using physical violence on the school premises or on a member of the school community, e.g. hitting, slapping, punching, kicking and pushing
- Physically intimidating an individual
- Partaking in unnecessary physical contact with an individual
- Writing or posting abusive, offensive or defamatory comments about an individual or the school, including on social media
- Psychologically harassing any member of the school community, including displaying vexatious behaviour which is humiliating for the individual and is damaging to their self-esteem
- Displaying disruptive or other inappropriate behaviour which interferes or threatens to interfere with any of the school's operations or activities
- Approaching another parent or pupil to discuss or reprimand them because of an issue between pupils
- Threatening any member of the school community in any way
- Arriving on the school premises partially clothed
- Smoking on the school premises
- Taking illegal or harmful drugs while on the school premises
- Drinking alcohol on the school premises, unless it has been authorised and supplied by the school
- Taking photographs or videos on the school premises without permission from the school
- Driving unsafely within the vicinity of the school

5. Managing inappropriate behaviour

If a parent is behaving inappropriately, a report will be made to the headmaster or the most senior member of staff available in their absence, who will decide on the most appropriate course of action.

Parents will raise concerns regarding another parent's behaviour or conduct directly with their child's class teacher or the headmaster and will not approach the parent themselves.

Instances of parents displaying inappropriate behaviour will be managed in a variety of ways, depending on the severity of the situation.

When a parent has behaved inappropriately, they will be invited to a meeting by the headmaster to discuss their behaviour and to attempt to resolve the issue. Where this initial meeting is not sufficient to resolve the issue, the headmaster, in collaboration with other staff and relevant agencies, will consider what further action may be required. This action, depending on the situation, could include the following:

- Barring the parent from the school premises
- Contacting the police
- Seeking legal redress through the courts
- Restricting the parent's channels of communication to the school, e.g. no longer allowing the parent to send emails or use dojo messages to a staff member directly
- Reporting content the parent has posted online to the website's admin
- Referring the case to children's social care, where the behaviour indicates that the parent poses a risk to children

Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.

The school reserves the right to escort anyone off the premises who is displaying aggressive or disruptive behaviour. The police may be contacted to provide advice on managing an incident or to assist in the removal of an individual from the premises, where necessary. The police will be contacted where a parent is being violent or has committed assault, or where the event has caused harm to an individual.

If a parent has been previously barred from the premises, or has exceeded their implied access to the premises and is causing a disturbance, the police will be contacted to remove the individual from the premises.

If concerns are raised in relation to a parent's appearance or dress, personal factors will be taken into consideration, on a case-by-case basis, when addressing the concern.

If a parent persistently displays unacceptable and inappropriate behaviour, this may result in them being barred from the school premises, in line with the Barring from the school premises section of this policy.

6. Barring from the school premises

The school has the right to bar a parent from the premises to keep the school community safe. If a parent is displaying inappropriate or concerning behaviour, they will be asked to leave the school premises. Behaviour that could result in a parent being asked to leave the premises includes aggressive, abusive or insulting behaviour or language that is a risk to staff or pupils, or behaviour that is making staff or pupils feel threatened.

If a parent persistently or consistently behaves inappropriately on the school site, or there is a one-off incident of extremely inappropriate behaviour, the school reserves the right to bar this individual from the school site.

The school will either:

- Bar the parent temporarily, until the parent has had the opportunity to formally present their side.
- Inform the parent that they intend to bar them and invite them to present their side.

The headmaster will send a letter to the parent, informing them of the following information:

- Why they have been temporarily barred or face a bar

- The nature of the bar, i.e. if they are temporarily barred pending their representation or if they must present their side before the decision to bar can be made
- That they have the right to formally express their views on the decision to bar in writing to the chair of governors within 10 working days

The headmaster's decision to bar the parent will be reviewed by the chair of governors.

The chair of governors will take account of any representations made by the parent and decide whether to confirm or lift the bar. The parent will be notified in writing of the decision to uphold or lift the bar.

If the decision is confirmed, the parent will be notified in writing, explaining:

- How long the bar will be in place.
- When the decision will be reviewed.

Decisions to bar will be reviewed at the end of the agreed timescale, in line with the process outlined above. Following a review, the bar may be lifted or, if there are grounds for continued concern regarding the parent's conduct, it may be extended.

Once the appeal process has been completed, parents that remain barred may be able to apply to the Civil Courts. If a parent wishes to exercise this option, they will be advised to seek independent legal advice.

7. Class Dojo

Class Dojo enables the school to share classroom and school moments with parents, record praise points and enables private messages between staff and parents.

If you are messaging the class teacher, do not expect an immediate response. Responses will be sent within 24 hours. Teachers **will not** respond out of working hours. The staff are teaching during the day and will choose not to respond when appropriate. Please follow the school's Ladder of Communication. Dojo is not to be used for:

- Urgent messages e.g. end of school arrangements
- Complaints (please phone the teacher or headmaster)

Parent must use appropriate language and tone. Removal of a parent from class Dojo will be considered if messages are deemed inappropriate, rude or aggressive.

8. Monitoring and review

This document will be reviewed every three years by the Deputy Trust Leader and any changes made will be communicated to all parents and staff at the school.

The next scheduled review date for this document is 2027.

All parents will be provided with a copy of this code of conduct upon their child’s attendance at the school, and are required to familiarise themselves with the procedures and guidelines outlined.

Morley Primary School

'The Morley Feeling, where anything can be achieved'.

School Ladder of Communication

The member of staff that has been allocated as '1' **MUST** be contacted first, before continuing up the ladder. If you are contacting via email or dojo, please allow a minimum of 24 hours for a response. If you are contacting by phone, please consider teaching commitments when requesting to speak to teaching staff.

Concern	Who you should contact
Your child's academic progress	Your child's classroom teacher
Social Concerns in the classroom	1. Your child's classroom teacher 2. The senior teacher 3. HLTA/Pastoral Lead 4. The headmaster
All aspects of classroom learning	1. Your child's classroom teacher 2. The senior teacher 3. The headmaster
Special Educational Needs	1. Your child's classroom teacher 2. School SENDCO
Financial Questions	The school office
Questions about school lunches	The school office
General School Enquiries	The school office
Information regarding your child's attendance: *Changes to school drop off and pick up times or guardian collecting. Reporting of any sickness, hospital/doctors/dentist appointments etc*	1. The school office 2. Your child's classroom teacher 3. The headmaster
Uniform enquiries	1. The school office 2. The headmaster
Medication: *All medication must be handed to the school office and a medical form completed **BEFORE** school can administer medicines.*	The school Office
Concerns regarding your child's classroom teacher/Teaching Assistant	1. The senior teacher 2. The headmaster
Concerns regarding the senior teacher	1. The headmaster 2. The Chair of Governors
Concerns regarding the headmaster	1. The Chair of Governors
Questions/information regarding Play and Learn Before and after school club	1. The Play and Learn manager
Questions/information regarding school organised after school activities/clubs	1. The school office 2. Your child's classroom teacher 3. The headmaster
Any other concern	The school office, who will channel your concern to the correct member of staff

Points of Contact:

- Chair of Governors – Mr Campbell
- Headmaster – Mr Taylor

- Senior Teacher – Mrs Richards
- SENDCO – Mr Johnson
- HLTA/Pastoral Lead – Mrs Neumann
- Class 1 Teacher – Mrs Willis
- Class 2 Teacher – Mr Johnson
- Class 3 Teacher – Mrs Richards
- School Office – Miss Jackson
- Play and Learn Manager – Miss Smith