

# Parent code of conduct

## Smallwood Primary Academy



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| <b>Approved by:</b>        | The Leadership Team        | <b>Date:</b> Summer 2022 |
| <b>Last reviewed on:</b>   | Summer 2025                |                          |
| <b>Next review due by:</b> | Summer 2027 or when needed |                          |

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## 1. Purpose and scope

At Smallwood CE Primary Academy 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

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.

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)

## 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 pupils
- Treat all members of the school community with respect – setting a good example with speech and behaviour
- Communicate their concern respectfully and accurately
- Email and other forms of electronic messaging to be made during working hours (8am – 5pm, Monday to Friday). In an emergency, contact [head@smallwood.cheshire.sch.uk](mailto:head@smallwood.cheshire.sch.uk) or [admin@smallwood.cheshire.sch.uk](mailto:admin@smallwood.cheshire.sch.uk)
- Any concerns, issues or grievances need to be raised in face-to-face meetings with emails, dojo or a phone call used to arrange these.
- Listen to and consider the responses from the school
- Acknowledge past support and intervention made by the school, even if a problem reoccurs
- 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
- Dogs can be brought onto the school site but must be kept on a lead at all times or carried if small enough.

### 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, shouting or not acknowledging members of staff, pupils or other parents
- Threatening another member of the school community
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications
- 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)

### 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 legal advisors 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.

The headteacher will consult the chair of governors before banning a parent from the school site.