

# OAKMERE PRIMARY SCHOOL

## Parent Code of Conduct POLICY



**Policy Approval Date:** October 2025

**Review date:** October 2026

## **Parent Code of Conduct Policy**

**Policy Approval Date:** October 2024 **Review Date:** October 2025

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### **1. Purpose and Scope**

At Oakmere 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

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
- 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
- Ensure all interactions with our staff are respectful, professional and constructive

### **3. Behaviour That Will Not Be Tolerated**

The following behaviours will not be tolerated on school grounds or during school-related activities:

- Disrupting, or threatening to disrupt, school operations (including events, trips, and matches)

- Swearing, using offensive language, or displaying a temper towards staff, pupils or other parents
- Threatening or intimidating members of the school community
- Posting defamatory, offensive or derogatory comments about the school, its staff or community on social media
  - *Defamatory content posted online may result in legal action. We encourage families to resolve concerns via official school channels*
- Engaging in aggressive behaviour (whether verbal, written, physical or online)
- Disciplining another person's child — incidents should be reported to a member of staff
- Smoking or drinking alcohol on school premises (unless permitted for a specific event)
- Possessing or using drugs, including legal highs
- Bringing dogs onto the school site (except guide dogs)
- Using a mobile phone in a way that compromises supervision or safeguarding of children

#### **4. Breaching the Code of Conduct**

If the school suspects or becomes aware of a breach of this code, we will gather relevant information and speak with the parent or carer involved.

Depending on the severity, the school may take one or more of the following actions:

- Hold an informal conversation to seek resolution
- Send a formal warning letter
- Invite the parent to meet with the headteacher or senior staff
- Involve appropriate external authorities in cases of criminal behaviour
- Seek advice from legal services regarding potential defamation or slander
- Ban the parent from the school site or specific events

The school will always respond proportionately and fairly. Final decisions rest with the headteacher, who will inform the Chair of Governors where appropriate.

#### **5. Appendices**

The following model letters are available to support this policy:

- **Appendix A** – Model Warning Letter
- **Appendix B** – Notification of Site Ban
- **Appendix C** – Invitation to Discuss Conduct

#### **Appendix A**

[Date]

Dear [Parent/Carer Name],

We are writing to you regarding a recent incident that took place at Oakmere Primary School on [insert date]. This behaviour was not in line with the expectations outlined in our Parent Code of Conduct.

We would like to remind you of the standards set out in our policy and respectfully ask that all future interactions uphold the values of respect, partnership, and safety.

Please treat this letter as a formal warning. If any further incidents occur, the school may need to take additional action, which could include restrictions on access to the school premises.

Thank you for your cooperation in maintaining a positive school environment.

Yours sincerely,

[Headteacher Name]

Headteacher

[School Letterhead]

## **Appendix B**

[Date]

Dear [Parent/Carer Name],

Following a serious breach of our Parent Code of Conduct, Oakmere Primary School has made the decision to prohibit your access to the school site. This includes attendance at school events, drop-offs, and pick-ups, with effect from [insert date].

This action has been taken to protect our pupils, staff, and wider school community, and to ensure a safe and respectful environment for all.

Should you wish to discuss this decision, or arrange communications regarding your child's education, please contact the school office by phone or email.

We appreciate your understanding.

Yours sincerely,

[Headteacher Name]

Headteacher

cc: Chair of Governors

## **Appendix C**

[Date]

Dear [Parent/Carer Name],

We would like to invite you to meet with [insert staff member name and role] on [insert proposed date] at [insert time], to discuss a recent incident that may have breached our Parent Code of Conduct.

This meeting will allow us to clarify expectations, review what happened, and work collaboratively toward a constructive path forward.

Please contact the school office to confirm your attendance. We look forward to resolving this matter positively.

Yours sincerely,

[Headteacher Name]

Headteacher