

# **Holy Cross Catholic Primary School**



## **Parents/Carers and Visitors Code of Conduct**

**2020 – 2021**

*We care, we share, we value.*

## Parent/Carer and Visitor Code of Conduct

At Holy Cross Catholic Primary School we value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community.

As a partnership, our parents understand the importance of a good working relationship to equip their children with the necessary skills for adulthood. For these reasons we continually welcome and encourage parents or carers to participate fully in the life of our school.

To truly create the best outcomes for children requires the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect. The maintenance of this relationship is important to ensure that a child or children are safe and not open to undue distress and anxiety.

### Guidance

As well as following the guidance set out in our Partnership Agreement and holding the above principles in mind, parents, carers and visitors are reminded:

- ✓ To respect the caring ethos and values of the school
- ✓ That both teachers and parents need to work together for the benefit of their children.
- ✓ Approaching school staff for help to resolve an issue is done in an appropriate manner. **(See appendix 2)**
- ✓ All members of the school community are treated with respect using appropriate language and behaviour.
- ✓ The school needs to work with a child in order to clarify their version of events in order to bring about an appropriate solution to an issue.
- ✓ To correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour both on and off the school premises.

**In order to support a peaceful and safe school environment the School will not tolerate parents, carers or visitors exhibiting the following:**

- ✓ Disruptive behaviour which interferes or threatens to interfere with any of the schools operation or activities anywhere on the school premises.
- ✓ Any inappropriate behaviour on the school premises.

- ✓ Using loud or offensive language or displaying temper.
- ✓ Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil.
- ✓ Damaging or destroying school property.
- ✓ Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- ✓ Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. (See Appendix1).
- ✓ The use of physical or verbal aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- ✓ Approaching someone else's child in order to discuss or 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).
- ✓ Smoking, taking illegal drugs or the consumption of alcohol on school premises.
- ✓ Dogs being brought on to school premises (other than guide dogs).
- ✓ Demanding staff time repeatedly over the same issue.

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

Thank you for abiding by this policy 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.

Note: Can parents please ensure they make all persons responsible for collecting their children aware of this policy.

## APPENDIX 1

### Inappropriate use of Social NetworkSite

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents or pupils.

The Department for Education/Government and Governors of Holy Cross Catholic Primary considers the use of social media websites being used in this way as unacceptable. Any concerns you may have about the school or your child/children must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, where they will be dealt with fairly, appropriately and effectively for all concerned.

### Libellous or Defamatory posts

In the event that any pupil or parent/carer of a child/children at Holy Cross is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

### Cyber Bullying

We take very seriously the use of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. The school will also consider its **legal options** to deal with any such misuse on social networking and other sites.

## APPENDIX 2

### Procedure for making an appointment to see a member of staff

- ✓ We aim to see all parents within 48 hours of raising a concern.
- ✓ Parents should ask to see their child's Class Teacher in the first instance, then the Phase Leader Nursery and Reception, Year 1 and 2 (Miss Green) Years 3-6 (Miss Chauveau).
- ✓ If you still feel your concern has not been resolved please ask to speak to Mrs Green (Deputy Headteacher).
- ✓ If you still feel your concern has not been addressed please ask to see Mrs Gillespie (Headteacher).
- ✓ Always make your appointments through the main office. You must fill in a request an appointment slip and circle the nature of your concern. We do not expect you to go into detail but this will help the teacher to prepare.
- ✓ Unfortunately, teachers are **not** available first thing in the morning as they are preparing their lessons.
- ✓ Teachers will only speak to parents and carers who have PR (parental responsibility).