**St Clare's Primary School Parent Code of Conduct Policy:**

**Introduction**

As members of the St Clare’s community, we are committed to upholding the values of faith, honesty, perseverance, and respect in all our interactions thus providing a nurturing and secure environment where each child can thrive academically, emotionally, and socially.

We are very fortunate to have a supportive and friendly school community. Our parents and guardians recognise that educating children is a collaborative effort involving parents, guardians, school staff and the entire school community. As partners in this process, parents and guardians should therefore understand the importance of maintaining a positive working relationships with the school staff and Governors so that our children can take the lead from our behaviour, equipping them with the necessary skills for a happy and fulfilling adulthood.

**Purpose and Scope**

The purpose of this policy is to remind all parents, guardians, and visitors to our school about the expected standards of conduct. This will then serve as the cornerstone of our parent and guardian community, fostering an environment of respect, understanding, and support for one another.

**Guidance**

We expect parents, guardians, and visitors to:

* Respect the caring ethos and values of our school,
* Understand that both teachers, parents and guardians need to work together for the benefit of their children,
* Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour,
* Seek to clarify a child’s version of events with that of the school’s view to bring about a peaceful solution to an issue without unnecessary escalation,
* Avoid using staff as threats to reprimand children’s behaviour.

**Breach Procedure:**

**Verbal Warning Procedure:** In the event of a breach of the School’s Parent Code of Conduct, the individual responsible will be given a verbal warning.

This warning will clearly communicate that such acts of abuse will not be tolerated by the school and where necessary, further measures will be taken if additional incidents occur.

Note: In the event of serious breach such as physical violence or damage to school property, an immediate ban will be given, and the appropriate authorities notified including Police/ Local Education Authority.

**Formal Written Notice Procedure:** Should the abusive behaviour persist, and a second instance occur, the individual will be issued a formal written notice. Within this notice.

1. The individual will be directed not to enter the school grounds for a period of one month (equivalent to four academic weeks). During this period:
   1. Children associated with the individual will be dropped off and picked up by a member of staff at the school gate,
   2. The school intercom system should be used to notify the school of the child’s/ children's readiness for collection in the morning.
2. Upon the completion of the one-month ban the individual will be required to attend a face-to-face meeting with a member of the Governing body and the Headmistress. During this meeting:
   1. The incidents will be discussed, and an agreement will be reached regarding all future interactions with school staff,
   2. If it is determined that the individual no longer poses a risk to school staff, the ban will be lifted and the person will be permitted to enter the school grounds once again,
   3. However, if a resolution cannot be reached, the ban may be extended for an additional month,
   4. In the unlikely event that a resolution cannot be achieved, alternative options will be discussed, which may include transferring the child/ children to a different school.

This policy aims to ensure the safety and well-being of our staff members while maintaining a positive and respectful learning environment for all children at St Clare's Primary School.

**Appendix 1:**

**Written Notice:**

**IMPORTANT NOTICE**

Following a verbal warning issued on [date], we regret to inform you that there has been a second breach of our Parent Code of Conduct. As a result, we must take further action.

You are hereby notified that you are not permitted to enter the school premises for a period of one month

During this period:

* 1. You child/ children must be dropped off and picked up by a member of staff at the school gate (you cannot enter the school premises unless instructed to do so by a member of the leadership team).

**Note**: The school intercom system can be used to notify the school of the child’s/ children's readiness for collection in the morning.

1. Upon the conclusion of the one-month premises ban, you will be required to attend a face-to-face meeting with a member of the governing body and the headmistress. During this meeting:
   1. The incident(s) will be discussed, and an agreement will be reached regarding all future interactions with the school staff.
   2. If it is determined that you no longer pose a risk to the team, the ban will be lifted and you will be once again, permitted to enter the school grounds.
   3. However, if a resolution cannot be reached, the ban may be extended for an additional month.
   4. In the unlikely event that a resolution cannot be achieved after two months, alternative options will be discussed, which may include provisions for alternative schooling.

We hope you understand that this policy aims to ensure the safety and well-being of our staff while maintaining a positive and respectful learning environment for all children at St Clare's Primary School and we expect full cooperation.

**Appendix 2:**

**Email Notification:**

**Subject**: Response to Your Recent Communication

Dear [Parent's Name],

We value open communication and understand the importance of addressing concerns in a respectful manner. However, the tone and language of your recent communication did not align with the standards outlined in our Parent Code of Conduct policy.

The School Governing Body has instructed us to maintain a standard of professionalism and mutual respect in all interactions. As such, we kindly request that future communications adhere to these guidelines. We are committed to addressing your concerns and working together towards the best interests of your child and our school community.

Please feel free to reach out again with any further questions or concerns, keeping in mind the expectations outlined in our Parent Code of Conduct policy (a copy of which can be found online [link] or can be requested from the School Office).

Thank you for your understanding,

Mrs Ward