



## **Code of Conduct for Parents – September 2025**

Overstone Primary School is a welcoming, supportive and inclusive school and it is important that all members of the school community work together. We are proud of our good reputation and we depend on the entire school community to help us maintain and improve our children's learning. We are very fortunate to have supportive and friendly parents and carers. Our parents/carers recognise that educating children is a process that involves a partnership between home and school and they understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school. The purpose of this code is to provide a reminder to all parents, carers and visitors about expected conduct to ensure a safe and positive school environment for our children.

### **RESPECT AND CONCERN FOR OTHERS AND THEIR RIGHTS**

Parents and carers are allowed on to the school premises by permission of the school; this may be withdrawn if necessary. We ask that in the first instance, parents speak with class teachers at the start or end of the school day if there are any questions, queries or concerns. Class teachers are usually best informed to clarify details as the children are in their care for the majority of the school day.

If a member of staff is not available to speak to at the start or end of the school day, then please make an appointment with the office. We ask that parents sign in at the office to enquire whether staff are available to talk to them. Parents should not walk around school to classrooms, the staffroom or the head teacher's office unless they have been given permission to do so.

Staff will always do their best to talk to parents but this is not always possible, particularly during teaching times and unfortunately, we are not always able to re-arrange some commitments at short notice. It may be necessary for the staff member to call the parent back and arrange an appointment at a more convenient time.

For security reasons all visitors to school need to be let on to the premises by school staff. Therefore, we also ask that if you have been given access through the doors into the school building that you don't let any other visitors through with you.

On the rare occasion that it is not possible to speak to staff in person, all written communication should be sent in the first instance to [admin@overstoneprimaryschool.org.uk](mailto:admin@overstoneprimaryschool.org.uk) and not directly to staff emails.

### **We expect parents and carers to show respect and consideration for others by:**

- allowing plenty of time so that children arrive ready for a punctual start to the school day. This will avoid disruption to their own learning and that of the entire class;
- supporting the respectful ethos of the school by setting a good example in their own speech and behaviour towards all members of the school community both on and around school premises and at external events or meetings where Overstone Primary is represented;
- working together with all staff for the benefit of the children. We ask you to contact the school raise any issues of concern. The school will discuss and clarify specific events, issues and queries in order to bring about a positive solution; in the rare event that an issue cannot be resolved informally and a parent/carer wishes to lodge a complaint, there is a formal complaints procedure to be followed. Details can be obtained via the school office;
- by ensuring that **feedback is kind, helpful and specific**;
- respecting the school environment, including keeping the school tidy by not littering;
- parking carefully and in good time for the safety of the children, yourself and all road users;
- in the interests of safeguarding, vacating the school outdoor learning area by 8.45am and 3.30pm in order for this area to be used by the school.

### **In order to support the ethos of our school, we will not tolerate:**

- disruptive behaviour which interferes with teaching, learning or administration within the school;
- using loud and/or offensive language;
- threatening, intimidating or aggressive behaviour towards another adult or child;
- actions/comments causing mental and emotional distress or upset to staff;
- abusive, threatening or damaging emails, phone, text or social network messages relating to the school;
- using tobacco or e-cigarettes or being under the influence of alcohol or drugs on the school premises;
- damaging or destroying school property.

Governors may prohibit an offending adult from entering the school grounds to safeguard our school community (please see Appendix 1). Adverse behaviour also may be reported to the LA and police.



### **Code of Conduct for Parents Appendix 1**

The following procedure will be followed in the event of a complaint relating to the Code of Conduct for Parents;

1. An informal meeting will be held with the Head Teacher and a member of the Senior Leadership Team.
2. A formal meeting with the parent/carer will be requested by members of the Governing Body.
3. If it proves impossible (for whatever reason) to initially agree a timely meeting as per stage 2, a letter will be sent from the Governors to the parent/carer concerned requesting that they do not enter the school premises until a meeting has taken place. They must not attend school events but will be invited to an arranged meeting with their child's teacher should this coincide with the timing of parents' evening. This is so that they can discuss their child's progress in school. Further actions may take place as a result of the meeting depending on the outcomes. This may include barring the parent from the school grounds.

In the case of an incident reaching stage 3, the pupil belonging to the adult concerned will be met at the gate each day by a member of school staff in order to prevent any disruption to their schooling.

Reviewed by TLS Committee 7<sup>th</sup> May 2025

Ratified by FGB 5<sup>th</sup> June 2025