



Cloudside Academy

A L.E.A.D. Academy

# Cloudside Academy

## Parent code of conduct

<b>Approved by:</b>	Governing Body	<b>Date:</b> September 2020
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## Contents

1. Purpose and scope.....	2
2. Our expectations of parents and carers .....	2
3. Behaviour that will not be tolerated .....	3
4. Breaching the code of conduct.....	3
5. Issues relating to online behaviour .....	3
Appendix 1: model letters .....	5
Initial warning letter from the headteacher to be placed on headed paper.....	5
Model letter banning a parent from the school site to be placed on headed paper .....	6

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### 1. Purpose and scope

At Cloudside Academy, we believe it is 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
- Have the highest expectations of behaviour all who are part of the Cloudside community

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)
- Anyone who is deemed fit by parent / carer to drop pupil off

### 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

### 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, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- 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)
- Bringing dogs onto the school premises (other than guide dogs)

### 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 in to school to meet with a senior member of staff or the headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the trust's legal team 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.

### 5. Issues relating to online behaviour

In today's society a vast number of people take part in online activities and social media. It's fun, interesting and keeps us connected.

With the regards to our expectations of parent's/carers online behaviour we ask that a common sense approach is used when discussing school life online.

**'Think before you post'** We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.

Should a parent/carer have a concern about their child in relation to the school as we request the following process to take place:

1. Initially contact the class teacher
2. If the concern remains they should contact the Inclusion Leader and / or Deputy Headteacher
3. If still unresolved, the school governors through the complaints procedure

Parents should not use social media as a medium to air any concerns or grievances.

**Online activity which we consider inappropriate:**

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school in disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.

## Appendix 1: model letters

Initial warning letter from the headteacher to be placed on headed paper

Dear [parent name],

I have received a report about your conduct on [time and date].

[Summary of incident, include location, its effect on staff, pupils and other parents.]

If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct. Please find a copy attached to this letter.

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour in our school. Please find a copy attached to this letter.

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Further breaches of the code of conduct may result in a ban from the school premises.

If you want to invite the parent in for a meeting, add:

I would like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on 0115 939 2263 to book an appointment.

Yours sincerely

Mrs S Wass  
Head of School

## Model letter banning a parent from the school site to be placed on headed paper

Dear [parent name],

I am writing to inform you that, after consultation with the chair of governors, I am banning you from the school site until [date].

You can also choose to ban a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of our parent code of conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the ban, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Mrs S Wass  
Head of School