



NEWMAN CATHOLIC TRUST

HEART SPEAKS TO HEART

Parent Code of Conduct TEMPLATE 2023/24

Review

Review Cycle	Date of Policy	Reviewed by	Review Date
Annual			

Ratification

Role	Name	Signature	Date

Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

At the Newman Catholic Trust, we are unwavering in our commitment to nurturing a vibrant community centred around the belief that every child, entrusted to our care, is a cherished child of God, deserving of an exceptional education. This unwavering conviction serves as the cornerstone of our vision: to be a leading beacon of outstanding, sustainable Catholic education, where each student embarks on a transformative journey of academic excellence, spiritual growth, and personal development.

Guided by the teachings of the Church and inspired by the unwavering faith of our namesake, Saint John Henry Newman, we strive to foster a welcoming and inclusive environment where dignity, respect, and compassion are paramount. This commitment extends to ensuring a fair and accessible process for addressing any concerns or grievances that may arise, as expressed in our core values:

- **Christ/Child Centred:** Placing the Gospel values, the teachings of Christ and the well-being of each child at the heart of every action we take.
- **Inclusive and Consultative:** Ensuring open communication and engagement with all members of our community.
- **Caring:** Showing empathy, understanding, and support in navigating any challenges that may arise.
- **Transparent:** Fostering openness and honesty in all our interactions.
- **Strategic:** Approaching all matters with careful planning and consideration for the wider community.
- **Professional:** Maintaining the highest standards of conduct and integrity in our decision-making.
- **Accountable:** Taking responsibility for our actions and fulfilling our commitment to ensuring a safe and nurturing environment for all.

1. Introduction

Welcome to [**School Name**]**!** We are a Catholic school committed to fostering a vibrant and inclusive community where every child can thrive. Our core belief is that all children deserve an exceptional education that cultivates not only their academic skills but also their character, both within and beyond the classroom.

At [**School Name**], we are guided by the teachings of the Catholic Church and the values enshrined in our Trust's mission statement. This ethos is rooted in a shared vision for community – a place where everyone feels welcomed, valued, and empowered to contribute their unique talents. We believe this sense of belonging is essential for children to reach their full potential, as reflected in our belief in the dignity of every human person.

Treating everyone with respect, openness, and care is a cornerstone of our community. This commitment stems from core Christian values:

- **Equality and Respect for Differences:** We believe in treating everyone with dignity and respect, regardless of background or beliefs. We celebrate diversity and view it as a source of strength.
- **Healthy and Open Relationships:** We foster open communication and positive connections based on trust and mutual understanding.

Building strong partnerships with parents and carers is essential to achieving our vision. We are committed to creating a culture where everyone feels approachable and supported. To achieve this, we ask everyone – staff, parents, and students – to play an active role.

Specifically, we emphasise the importance of the following values:

- **Patience:** We understand that building trust and positive relationships takes time and effort. We approach all interactions with patience and understanding.
- **Honesty:** We value open and honest communication, believing it forms the foundation for strong relationships.
- **Humility:** We recognise that we all have something to learn from each other. We approach interactions with a spirit of humility and openness to growth.
- **Integrity:** As a Christian community, we understand the need to conduct ourselves with integrity, set a strong, positive example for our children and conduct ourselves in a manner which is safe, respectful and does not cause harm to others.

By cultivating these values, we create a safe and supportive learning environment where trust and respect flourish. This environment, in turn, allows children to focus on their studies and reach their full potential. High standards of behaviour are expected of everyone in our community – students, staff, and parents alike. We believe that by modelling the behaviour we wish to see in our students, we can create a truly exceptional learning experience for all.

Legal Framework

This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Education Act 2011
- Education Act 1996
- Children Act 2004
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2018) 'Controlling access to school premises'

This document operates in conjunction with the following school policies:

- Complaints Procedures Policy
- Photography and Images Policy
- Social Media Policy
- Child Protection and Safeguarding Policy
- Smoke-free Policy
- Drug and Alcohol Policy
- (Add or Delete as appropriate)

2. Our Shared Vision

[School Name] strives to create a [positive adjective] learning environment where all students can thrive. We believe in fostering [list 2-3 core values, e.g., respect, responsibility, kindness]. This code reinforces these values and helps us achieve our shared vision.

3. Expectations for Parents

We expect all parents to:

- **Act in accordance with this code of conduct at all times.**
- **Support and reflect the school's ethos and values through their behaviour.**
- **Set a good example to pupils through their behaviour and the way they interact with staff, pupils and other adults.**
- **Work together with staff members for the benefit of their child and to resolve any issues of concern.**
- **Treat all governors, staff members, pupils, other parents and any members of the school community with dignity and respect.**

Communication and Collaboration:

- Follow established channels for communication (e.g., contacting the child's teacher first and allowing a reasonable timeframe for response).
- Avoid using staff or the school environment to resolve personal disputes with other parents or staff members.

Student Behaviour:

- Support the school's behaviour policy and expectations.
- Address their child's behaviour appropriately, especially when it could lead to conflict or disruption at school.
- Refrain from discussing or criticising their child's teachers or the school with their child in a negative way in front of others.

School Environment:

- Respect school property and maintain a clean and tidy environment.
- Follow parking rules and procedures for drop-off and pick-up.
- Dress in an appropriate manner when on the school premises or attending school events, adhering to any dress code guidelines.
- Abide by the school's policies on smoking, alcohol, and drugs.

Additional Expectations:

- Where appropriate, clarify their child's version of events with the school to bring about a peaceful solution to any issue.
- Correct their child's behaviour appropriately, particularly on the school grounds where it could otherwise lead to conflict or aggressive or unsafe behaviour.

- Avoid unauthorised contact with children outside of school hours or pre-arranged school events.

4. Driving Pupils to School

- Parents will proceed past the main gates to drop off and collect their children but only where road markings allow. Parking in a prohibited area is strictly forbidden.
- Residents' drives should not be blocked under any circumstances.
- Vehicles should be driven in a calm manner with minimal disturbance to residents.
- Engines should be turned off when stationary to reduce air pollution, especially harmful to children.
- Children should never be left in cars unattended.
- All pupils must wear seatbelts at all times while traveling in a vehicle.
- Parents ensure pupils disembark vehicles safely.
- Use discretion in severe weather and drive with extra caution.
- Pupils are expected to be collected at [time]. Late collection is the parent's responsibility. If unavoidable, contact the school to arrange for an authorised adult to collect the child.

5. Inappropriate Behaviour

The school takes all instances of inappropriate behaviour very seriously and will not tolerate any circumstances that may make pupils, staff members and other members of the school community feel threatened.

Unacceptable Parental Behaviour

The following list details examples of parental behaviour that the school does not tolerate:

- Using offensive or abusive language.
- Raising voices inappropriately at another individual.
- Making discriminatory or offensive comments (including racist or sexual remarks).
- Using aggressive gestures.
- Bullying, harassing, or intimidating any member of the school community (including online abuse).
- Sending threatening or abusive messages (via email, social media, or other means).
- Trespassing on school property without permission.
- Damaging school property intentionally.
- Breaching school security procedures.
- Engaging in physical violence on school premises.
- Physically intimidating or making unnecessary physical contact with another individual.
- Posting offensive or defamatory comments about a person or the school online.
- Psychologically harassing any member of the school community.
- Disrupting school operations or activities.
- Approaching another parent or pupil to discuss or reprimand them concerning an issue between pupils.
- Threatening any member of the school community in any way.
- Arriving at school inappropriately dressed.
- Smoking on school premises.
- Taking illegal drugs or alcohol on school premises (unless authorised by the school).
- Taking photographs or videos on school premises without permission.
- Driving unsafely near the school.

6. Managing Inappropriate Behaviour

If a parent is behaving inappropriately, a report will be made to the Principal or the most senior member of staff available. This individual will then decide on the most appropriate course of action.

The way the school manages inappropriate behaviour depends on the severity of the situation.

If a parent has behaved inappropriately, they will be invited to a meeting with the Principal to discuss the issue and attempt a resolution.

The school is clear in its expectations that:

- Parents should raise concerns about another parent's behaviour directly with the Principal or their child's class teacher. Do not approach other parents directly.
- Further action may be considered if initial meetings fail to resolve the problem or parents refuse to engage or de-escalate a situation. This action could include:
 - Barring the parent from the school premises.
 - Contacting the police.
 - Seeking legal redress.
 - Restricting the parent's communication channels with the school.
 - Reporting online content to the website's administrator.
 - Referring the case to children's social care (if the behaviour indicates a risk to children).

The school reserves the right to escort anyone displaying aggressive or disruptive behaviour off the premises. The police may be involved in managing an incident or removing an individual, if necessary.

Situations where the police might be contacted include:

- A parent is violent or commits assault.
- The event has caused harm to an individual.
- A parent has been previously barred from the premises and is causing a disturbance.

Concerns regarding a parent's appearance or dress will be considered on a case-by-case basis.

Persistent unacceptable behaviour may result in a parent being barred from the school premises, following the Barring from the School Premises section of this policy.

7. Barring from the School Premises

The school has the right to bar a parent from the premises to ensure the safety of the school community.

Reasons for barring a parent from the school premises include:

- Aggressive, abusive, or insulting behaviour that threatens staff or pupils.
- Behaviour that makes staff or pupils feel threatened.

The school may choose to:

- Temporarily bar the parent until they can formally present their side of the story.
- Inform the parent of their intention to bar them and invite them to respond.

The Principal will send a letter to the parent outlining:

- The reason for the temporary bar or proposed bar.
- The nature of the bar (temporary or pending their response).
- Their right to formally express their views on the decision to bar (within 10 working days) to the chair of governors.

The chair of governors will review the Principal's decision to bar the parent.

The chair of governors will consider the parent's response (if provided) and decide to either confirm or lift the bar. The parent will be informed of the decision in writing.

If the decision is upheld, the written notification will explain:

- The duration of the bar.
- When the decision will be reviewed.

Barring decisions are reviewed at the end of the agreed timescale. The bar may be lifted or extended based on the review.

8. Specific Expectations for Safeguarding

[School Name] has a zero-tolerance policy for any behaviour that may put a child at risk. Protecting children is our top priority. We expect parents to:

- Be aware of the school's safeguarding procedures, outlined in the Child Protection and Safeguarding Policy.
- Report any concerns about a child's welfare to a member of staff immediately, following the school's reporting procedures.
- Act responsibly when interacting with children on school grounds.