



## St Robert Southwell Catholic Primary School

*Aiming for Excellence - Being the Best We Can Be*

### **Code of Conduct for Parents, Carers & Guardians to the School**

Throughout this document parents and guardians will be referred to as 'Parents'.

#### **Aims and Purposes**

All staff, pupils and parents have the same goal to ensure the best for every child, every day, and to provide a safe and enjoyable learning environment. This Code of Conduct is to provide clarity of expectations and clear procedures in the event of matters arising.

The purpose of this Code of Conduct is to make clear to all parties the types of behaviour which are expected in our school and the types of behaviour which are not acceptable.

This Code has been adopted by the Governing Board for the purposes of safeguarding our children and the working environment of our staff and visitors to the school.

#### **Conduct and Expectations**

Parents must inform the school if there are any concerns or problems in relation to their child.

Parents must encourage their child to obey school rules and impress upon their child the need for them to do their best, be kind to others, share, have fun and work hard.

Parents must respect the rights of staff members and other individuals.

Parents must conduct themselves in a way that is in keeping with the values of the school. This means:

1. Parents should support the school and raise any concerns in accordance with the procedures overleaf.
2. Parents must refrain from using bad language or swear words of any nature, racist comments, derogative remarks or any form of intimidating behaviour.
3. Parents should be aware that events which children report may have many sides and different points of view and should be prepared to listen with an open mind, before raising a concern.
4. Parents should support the school in their efforts to maintain a positive teaching and learning environment.

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5. Parents should refrain from raising matters or concerns which have occurred during the day, between children, with other parents. Any concerns must be raised with the school.

**Under no circumstances should any parent approach another child about a concern or issue which has occurred during the school day.**

### **How to Raise a Concern**

1. Speak to the class teacher at the end of the school day and up until 3.30 pm. Make an appointment at the school office to speak to the class teacher at a mutually convenient time.
2. If the concern relates to Inclusion or Special Educational Needs, an appointment may be made through the school office with the Assistant Headteacher for Inclusion.
3. If your concern is not resolved to your satisfaction you should then make an appointment to see the Deputy Headteacher responsible for behaviour, or the Headteacher.
4. If your concern remains unresolved, Parents may make a formal complaint by following the procedures as laid out in the school's Complaints Policy.

### **Parking**

In the interest of safety and security, only authorised vehicles are to enter the school car park.

**Our school is located in School Street Zone SZ31 - parking is not permitted in the Controlled Parking Zone on Slough Lane between 8.15am – 9.30am and 2.30pm – 4.00pm and road access is restricted during these times. If you enter the zone at these times you will be fined. Please see signage.**

Additionally:

- Vehicles **should not** park on the zig-zag lines outside the school entrance.
- Vehicles **should not** park on the private road leading up to the school entrance.
- Vehicles **should not** park on the pavements or obstruct neighbours' driveways.

The school access road is the only designated route for emergency vehicles; it must be kept clear of parents' cars at all times during the school day, including the start and end of the day.

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We would encourage you to walk to school; however, we understand that this is not always possible. We ask all parents to be considerate in their parking. Leave a little earlier and park a bit further away; enjoy a little conversation with your child as you walk into school in the morning and on the way home.

### **Action Taken in the Event of Misconduct**

In the event of unacceptable behaviour or any type of misconduct the Headteacher or the Governing Board will, at their discretion, take any action they consider necessary to safeguard staff, children, parents or visitors.

This action may include, but will not be limited to, the banning of any person the school considers offensive from the premises for any period of time that the school should see fit.

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