

Offham Primary School



Parent Code of Conduct

(Policy adapted from The Key “Model Parent Code of Conduct” May 2025)

Date: July 2026

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Contents

1. Purpose and scope.....	3
2. Our expectations of parents and carers	3
3. Behaviour that will not be tolerated	4
4. Dogs on School site	4
4. Breaching the code of conduct	4
Appendix 1: model letters	5
Initial warning letter from the headteacher	5
Model letter banning a parent from the school site	6
Appendix 2: Signed Agreement by parent	7

1. Purpose and scope

At Offham Primary School we believe it's 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 children at all times

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 children (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)

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 children
- 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 a member of school staff to help resolve any issues of concern rather than another parent

3. Behaviour that will not be tolerated is:

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Swearing, or using offensive language in person, on the phone or via social media
- Displaying a temper, or shouting at members of staff, children or other parents in person, on the phone or via social media
- Threatening another member of the school community in person, on the phone or via social media
- Sending abusive messages to another member of the school community, including via WhatsApp, 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/vaping or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- False and malicious allegations
- Racist, sexist, homophobic or transphobic comments

4. Dogs on school site

- Assistance dogs/support dogs must have a certificate before entering the school, travelling round the back of the school or on the playground
- All other dogs in the morning must remain at the tops of the steps as the School Dog will be welcoming the children
- All other dogs in the afternoon are allowed on the square in front of the playground but not around the back of the school or on to the playground.
- If your dog can be sensibly carried you may do so – but a member of staff has the right to stop you if they feel this could put others at risk. This is at the discretion of the member of staff.

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 into 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 local authority'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.

Appendix 1: model letters

Initial warning letter from the headteacher

Dear [parent name],

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

[Summary of incident, including location, and the 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, children and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

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'd 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 [phone number] to book an appointment.

Yours sincerely

Headteacher

Model letter banning a parent from the school site

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

Headteacher

Offham Primary School



Parent Code of Conduct

Child's name:

I agree to this Parent Code of Conduct. I will ensure that any person linked to my child, family or paid carer will be aware of this code and abide by its principles.

Signed:

Date: