



Aletheia
Academies Trust

Parent Code of Conduct

October 2024

Company Number:	07801612
Approved By:	Board of Trustees
Policy Type:	Non-Statutory
Adopted On:	October 2024
Date of Next Review:	October 2025
Review Period:	One Year

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1. Purpose and Scope

At Aletheia Academies Trust, we believe that 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

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 schools' Behaviour Policies).

This code of conduct aims to help the school to work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to and include:

- ▶ Anyone with parental responsibility for a pupil
- ▶ Anyone caring for a child (for example grandparents or child-minders)
- ▶ Any adult or child accompanying parents or carers of a pupil at any time

2. Our Expectations of Parents and Carers or Associates

We expect parents to:

- ▶ Act in accordance with this code of conduct at all times
- ▶ Respect the ethos, vision and values of the school community and of the Trust

- ▶ Work together with staff in the best interests of our pupils
- ▶ Treat all members of our school community with respect – setting a good example with speech and behaviour
- ▶ Seek a peaceful solution to any contentious 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
- ▶ Follow the school's parking rules and procedures for dropping-off and collecting pupils from school.
- ▶ Dress in an appropriate manner when on the school premises and attending school events, and ensure their dress and appearance reflects that they are role models for pupils, e.g. parents may not wear nightwear when dropping-off or collecting pupils.

3. Driving pupils to school

- ▶ Parents will drop off and collect their children only where road markings allow. Parents are not permitted, to stop, wait, drop off, or pick up pupils while in a prohibited area.
- ▶ Residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use. Vehicles should be driven in a calm manner which causes least disturbance to residents.
- ▶ Petrol or diesel engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.
- ▶ Due regard should be given to the directions of the school's traffic marshals, who are present to advise on and enforce this code of conduct.

- ▶ The school's traffic marshals will seek, as far as is possible, to prioritise patrolling the drop-off zone in the morning and afternoon and will assist parents in dropping off and collecting their child and moving on.
- ▶ All pupils will wear a seatbelt at all times while they are being driven to and from school. Parents will ensure pupils disembark vehicles safely at the correct stop and crossroads with care.
- ▶ Parents are to use their discretion in severe weather and drive with extra caution as appropriate.
- ▶ Pupils should not be collected late - all pupils are expected to be collected at the end of the school day. If a parent is delayed in picking up their child for any reason it is the parents' responsibility to call an authorised adult to collect the pupil from school on their behalf.
- ▶ Parents that are going to be late picking their child up from school and cannot arrange for an authorised adult to collect the pupil from school on their behalf should inform the school as soon as possible.

4. Behaviour that will not be tolerated

- ▶ Disrupting, or threatening to disrupt, school events (including events on school grounds, sport team matches and other school trips either at the school or at other locations)
- ▶ Swearing, or using offensive language
- ▶ Displaying anger or shouting at members of staff, pupils or other parents
- ▶ Threatening a member of the school community
- ▶ Sending abusive messages to a member of the school community, including via text, email or social media
- ▶ Using aggressive hand gestures, e.g. raising fists and fingers

- ▶ Trespassing on school property without prior permission or implied licence
- ▶ Causing intentional damage to school property
- ▶ Breaching the school's security procedures
- ▶ Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms or in other ways
- ▶ 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 animals on to the school premises (other than Guide and Therapy dogs)

5. Breaching the Code of Conduct

If a school suspects, or becomes aware, that a parent or associate has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident.

Parents will raise concerns regarding another parent's behaviour or conduct directly with their child's class teacher or the headteacher and will not approach the parent themselves.

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 or Head of School
- ▶ Contact the appropriate authorities (in cases of criminal behaviour)
- ▶ Seek advice regarding further action (in cases of conduct that may be libellous or slanderous)
- ▶ Restricting the parent's channels of communication to the school
- ▶ Withdraw the right for the parent to be on school premises

Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.

The school will always respond to an incident in a proportional way. The final decision on how to respond to breaches of the code of conduct rests with the Headteacher or Head of School.

6. Barring from the school premises

The school has the right to bar a parent from the premises to keep the school community safe. If a parent is displaying inappropriate or concerning behaviour, they will be asked to leave the school premises. Behaviour that could result in a parent being asked to leave the premises includes aggressive, abusive or insulting behaviour or language that is a risk to staff or pupils, or behaviour that is making staff or pupils feel threatened.

If a parent persistently or consistently behaves inappropriately on the school site, or there is a one-off incident of extremely inappropriate behaviour, the school reserves the right to bar this individual from the school site.

The school will either:

- ▶ Bar the parent temporarily, until the parent has had the opportunity to formally present their side.
- ▶ Inform the parent that they intend to bar them and invite them to present their side.

The headteacher will send a letter to the parent, informing them of the following information:

- ▶ Why they have been temporarily barred or face a bar
- ▶ The nature of the bar, i.e. if they are temporarily barred pending their representation or if they must present their side before the decision to bar can be made
- ▶ That they have the right to formally express their views on the decision to bar in writing to the chair of governors within **10** working days

The Headteacher or Head of School will consult the Chair of Governors before withdrawing the right for the parent to be on school premises.

The chair of governors will take account of any representations made by the parent and decide whether to confirm or lift the bar. The parent will be notified in writing of the decision to uphold or lift the bar.

If the decision is confirmed, the parent will be notified in writing, explaining:

- ▶ How long the bar will be in place.
- ▶ When the decision will be reviewed.

Decisions to bar will be reviewed at the end of the agreed timescale, in line with the process outlined above. Following a review, the bar may be lifted or, if there are grounds for continued concern regarding the parent's conduct, it may be extended.

Once the appeal process has been completed, parents that remain barred may be able to apply to the Civil Courts. If a parent wishes to exercise this option, they will be advised to seek independent legal advice.

7. Monitoring and review

This document will be reviewed on an annual basis by the Trust Board and any changes made will be communicated to staff at the school who will communicate the updated policy with parents.

All parents will be provided with a copy of this code of conduct upon their child's attendance at the school and are required to familiarise themselves with the procedures and guidelines outlined.