

# Greenholm Primary school Parent and Visitor Code of Conduct

## Introduction

Greenholm Primary is a Good school where all pupils, parents and staff are valued and respected. The pupils behaviour in and around school is outstanding and they always receive very positive feedback from any trips or events that they take part in.

## Purpose

The purpose of this Code is to ensure the safety and well-being of all pupils, parents and staff. All school personnel, parents and pupils have a right to feel safe when on the school premises or on the way to and from school. Greenholm has high expectations for the behaviour of all pupils and these behaviours must be modelled at all times by visitors and parents and carers whilst on the school premises or when interacting with the school's pupils and staff, wherever the location.

## 2.3 The school's ethos and values

### ***Greenholm welcomes everyone and everyone is welcome at Greenholm***

At Greenholm we are a school that is welcoming and safe, creating an environment that values and supports learning for all. We work hard to create an ethos that promotes inclusive practice by providing a consistent and fair approach, so that everyone feels empowered, are inspired and enabled to achieve high standards.

Pupils know that they have the right to feel safe at all times. The Code of Conduct supports all stakeholders in maintaining high standards.

We are polite  
We respect and help each other  
We tell the truth  
We try our best  
We take responsibility for our own actions.

The Home School agreement supports the pupils and parents in maintaining high standards of behaviour.

## 2.4 What the school expects of visitors and parents.

### ***The School and its staff will:***

- Treat parents and visitors to our school site with respect to which they are entitled;
- Ensure that parents and visitors to our school site are supervised, where necessary;
- Check the identity of contractors, workers and other visitors to our school site, as necessary;
- Act in accordance with our safeguarding policy (see the school's website); and
- Do all that they reasonably can to ensure that our school site is a safe and welcoming learning and working environment.
- Wear their ID badges at all times to ensure that they are verified staff personnel.

***All visitors and parents to our school, and interacting with our pupils and staff, are expected to behave calmly, politely and respectfully. This means that visitors and parents must:***

- report to Reception and provide the relevant ID
- treat our school population, environment and property with respect;
- follow our school rules, protocols and any instructions given by school staff;

- report anything that puts anyone on our site at risk to a member of our staff;
- accept that they are responsible for their child's behaviour and safety, whilst the child is in their care, even when they are on our school premises.
- Not use their mobile devices anywhere in the school building
- Not speak or reprimand other pupils if there has been an incident but refer the incident to the school so that they staff can resolve the issue
- Respect pupils safety at all times both on and off site.

## **2.5 Examples of behaviour and conduct that the school views as unacceptable – this is not an exclusive list.**

- disruptive behaviour;
- aggressive or threatening speech or behaviour e.g. by swearing, threatening or shouting at others, taking an aggressive stance, threatening to strike someone or assaulting another person;
- damaging school property;
- behaviour that could be considered racist, sexist, homophobic or similarly offensive in any way;
- smoking, vaping or being under the influence of alcohol or drugs whilst on our school site;
- bringing animals on to our school site, other than assistance dogs;
- being in possession of weapons of any kind;
- *refusing to follow the reasonable instructions of our staff.*

*In addition, unacceptable behaviour also includes any communication with a member of our school's community that is malicious, threatening or abusive, including in person, over the telephone or in writing, e.g. by letter, email or any other electronic format, such as social media, regardless of whether or not it takes place on the school premises.*

## **2.6 How the school will respond to unacceptable behaviour and conduct**

In most cases the school will attempt to informally remedy the situation by speaking with the individual concerned, privately. There may be no further action.

Where there is any dispute over what has occurred, or if the alleged incident is complex or serious, the school will conduct a formal investigation in order to establish the facts and determine what action should be taken, if any. If the alleged incident is serious the matter may be referred to the Police and Children's services for them to carry out an investigation.

If the school decides that a parent or visitor's behaviour has been unacceptable the school or, in some cases the Local Authority on the school's behalf, may decide to:

- Informally, i.e. verbally, warn the visitor about their behaviour;
- Formally, i.e. in writing, warn the visitor about their behaviour;
- Ban the visitor from the premises for a specified period; or
- Report the behaviour to the Police.

Parents or Visitors will be entitled to make representations to the governing board, in line with the school's complaints procedure, if they disagree with the decision reached by the school.

## **2.7 A contact for enquiries**

The School is grateful for the support that it receives from visitors and parents in maintaining its caring and safe learning and working environment, so any feedback that you may have about the content of this Code, is welcomed.

Please direct any feedback or questions about the Code to The Head teacher, Gill Turner, Abid Halim, the deputy Head Teacher or any of the Phase leaders who are Sarah Roberts for Reception, Bethan Simpson for KS1, Humara Haq for Lower KS2 and James Bird for Upper KS2. Parents could also speak to the safeguarding Governor who is Mandy Myers.

**Adopted by the Governing Board of Greenholm School in November 2017**

**Signed by ..... (Chair of Governors) Date .....**

