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**Downs Infant School**

**Code of Conduct for Parents/Carers and Visitors**

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| **Written** | **May 2019** |
| **Date of next review**  | **May 2020** |

**Purpose**

We are very fortunate to have supportive and friendly parents and carers who recognise that educating children is a process that involves partnership between home and school, and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. We know that families, staff and governors value our diverse community, and believe in promoting an inclusive, welcoming and safe environment for all. For these reasons we welcome and encourage parents and carers to participate fully in the life of the school, through avenues such as parents’ forums, FODIS (Friends of Downs Infant School), governance and volunteering.

The purpose of this code of conduct is to provide guidance to all parents, carers and visitors about expected conduct, to ensure a safe and positive environment for the whole of our school community. Our ‘Downs Infants’ Expectations’ (see Appendix) apply to everyone in the school community: children, staff, visitors, parents and carers, however, this code provides further guidance for parents and carers.

***Parents and carers are allowed on to school premises by permission of the school; this may be withdrawn at the discretion of the Headteacher and Chair of Governors.***

**Respect and Concern for others and their rights**

**We expect parents, carers and visitors to show respect and consideration for our diverse families and communities by:**

* Supporting the school ethos by setting a good example in their speech, actions and behaviour towards all members of the school community both on and off the school premises.
* Being conscious of other parents, carers and children when talking on and off the school premises so not to offend in any way.
* Allowing plenty of time before school (8.45am for an 8.55am start) so that children arrive ready for a punctual start of the school day, to avoid disruption to their learning and that of others.
* Respecting the school environment, including keeping the school tidy and not littering.
* Parking carefully and respectfully, and in good time, for the safety of the children, yourself and other road users. Not parking, waiting, or stopping in No Parking areas (i.e. yellow zigzag lines and double/obstructive parking).
* Respecting the use of blue badges by disabled parents, carers and children.
* Not bringing animals onto the school premises for health and safety reasons, unless for educational purposes with the prior permission of the school or if you have a registered assistance dog.
* Be mindful that before and after school hours your child is in your care, and the school is not responsible for your child when you choose to stay behind and play in the school grounds and/or use playground equipment.

**In order to support the ethos of the school, we will not tolerate:**

* Using loud and/or offensive language or displaying temper.
* Threatening, aggressive or intimidating conversations towards or about another adult or child.
* Inappropriate actions and/or displays of behaviour.
* Negative language of a sexist, homophobic, racial or culturally prejudiced nature.
* Abusive, threatening or damaging emails, phone, text or use of social media relating to the school, its employees, or pupils.
* Using tobacco and E-Cigarettes, or being under the influence of alcohol or drugs on the school premises, with the exception of the consumption of alcohol at a school sanctioned event. The consumption of alcohol should not be to an extent that it interferes with the ability to adhere to this code of conduct at any time.
* Damaging or destroying school property, with a particular focus on the use of school equipment after the school day.
* Disruptive behaviour which interferes with teaching, learning, and administration of the school.
* Entering your child’s classroom when the teacher is not present.
* If an issue has arisen during the school day between children please approach the teacher not the child or their parent.

If the Headteacher has concerns that a parent or carer is not able to keep to these expectations they may be asked to drop their child off and collect them from the office, rather than the classroom door. This will be for a specified period and is designed to help calm the situation as well as safeguard children from witnessing inappropriate behaviour between adults on the playground.

In extreme cases, the Headteacher and Governors may prohibit an adult from entering the school grounds to safeguard our school community. Adverse behaviour may be reported to the appropriate authorities.

**Review**

The Head teacher, Governors and a parental working group (representative of our school community) will review this policy annually.

**Signed by:**

Chair of Governors:

Headteacher:

**Appendix**

**Expectations**

Downs Infant School has certain expectations for ***everyone*** which all children will be supported to be able to keep. These are displayed around the school.

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| **Expectation** | **Support** |
| Listen to and act on what a grown up says. | * Listening visuals and signs
* Clear instructions
* Success criteria for learning
* Opportunities to check understanding
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| Move in ways which keep everyone safe and calm. | * Visuals and signs
* Routines e.g. always walk on the left, lining up spots, stop when you hear the tambourine
* Clear classrooms and corridors
* Opportunities for sensory breaks if needed
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| Keep the school and the things in it working, clean and tidy. | * Visuals and signs
* Adequate time for tidying up
* Specific jobs for tidying up
* Restricted access to some things or part of the school at some times
* Clearly labelled places for resources and equipment
* Keep personal items in school to a minimum (no toys from home\*)
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| Speak kindly to and about everyone. | * Visuals and reminders
* Modelling by all adults
* Opportunities to practice
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\* If your child has a need for something from home, please discuss with the teacher/SENCo