

Parent Code of Conduct

Littleport and East Cambridgeshire Academy

Highfield Littleport Academy



Written by:	Mrs Yvonne Skillern & Ms Lauren Philips	Date: 4 th November 2022
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Parent Code of Conduct

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1. Purpose and scope

At both academies 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 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 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 pupils
- › Treat all members of both school communities 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 the right member of school staff to help resolve any issues of concern

3. Behaviour that will not be tolerated

- › Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- › Swearing, or using offensive language
- › Displaying a temper, or shouting at members of staff, pupils or other parents
- › Threatening another member of either school community
- › Sending abusive messages to another member of either school community, including via text, email or social media
- › Posting defamatory, offensive or derogatory comments about either school, its staff or any member of its community, on social media platforms
- › Use of physical punishment against your child while on school campus
- › 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 at the respective school
- › 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 dogs onto the school premises (other than assistance or therapy dogs)

4. Home School Agreement

Home School Agreements are not legally binding. Our Academies cannot **require** parents to sign and abide by the agreement, however they can **request** that parents do so. The benefit of this is so that both parties are clear on expectations and have agreed to abide by the terms outlined in the Parent Code of Conduct.

5. Staff Members working on the same Campus

Members of staff who are employed to work on the same campus as their related family member are to ensure that their access fob is used for academy employment use only. For safeguarding reasons, any part of the campus is not to be used as a transit area or cut through. Staff members are to ensure that they use the respective entrance and exit of each school in accordance with their named place of employment.

6. 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 in to school to meet with a senior member of staff or the Principal/Head of School
- › Contact the appropriate authorities (in cases of criminal behaviour)
- › Seek advice from our 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 Principal/Head of School.

The Principal/Head of School will consult The Central Team of the Active Learning Trust before banning a parent from the school site.



Home School Agreement

By the signing of this agreement, all parties are agreeing to abide by the terms outlined in the Parent Code of Conduct.

Although it is acknowledged that schools cannot insist that parents sign a home school agreement, parents are asked to sign to affirm their commitment to the school, its policies and expectations. This gives assurances to the school community that parents are aware of, and agree with, the content of the Parental Code of Conduct.

It is accepted that any transgressions will be considered by Littleport & East Cambs Academy under the sanctions outlined in the Parent Code of Conduct.

Signed.....Principal

Date.....

Signed.....Parent

Date.....

Signed.....Parent

Date.....



HIGHFIELD LITTLEPORT ACADEMY

An Active Learning Trust School

Home School Agreement

Education is a partnership between home and school

Highfield Littleport Academy will:

- Be open and welcoming at all times
- Care for your child's safety and happiness
- Encourage each child to achieve their full potential
- Provide a suitable curriculum to meet the needs of your child
- Inform parents promptly of any matters relating to your child
- Report to parents about the progress of each child and general school matters

Yvonne Skillern

Head of School

The Parents/Guardians will:

- Help their child to achieve their potential
- Ensure their child goes to school regularly
- Show an interest in their child's work at school
- Ensure their child is suitably dressed and equipped
- Attend Annual Meetings to review their child's progress
- Contact the school every morning that their child is absent
- Inform school of concerns or problems that may affect their child
- Act respectfully and appropriately according to the Parental Code of Conduct

Child' Name:

Parent/Guardian Name/s:

Signed:

Date:



Home School Agreement 2022-2023

The Academy will:

- Support your child's wellbeing and safety by providing a safe, supportive and caring environment
- Help and encourage your child to reach their full potential
- Ensure your son/daughter is a valued member of the LECA community
- Encourage regular and punctual attendance
- Provide a broad and balanced curriculum that caters for all children, including when delivered remotely
- Model and promote high standards of behavior, and outline clear expectations in our behaviour policy so we can maintain a safe environment for all children
- Help your son/daughter build healthy relationships and develop a sense of responsibility
- Keep you informed about general school matters and about your son/daughter's progress in particular
- Set homework that supports the delivery of the curriculum and mark it where appropriate
- Offer opportunities for parents and carers to get involved in school life
- Respond to communications from parents in a timely manner, following school policies

Senior staff member signature:

Parents and Carers will:

- Make sure my child attends school regularly and on time. I will notify the school if my child will be absent
- Make sure my child is dressed in the correct uniform and brings the necessary equipment to school
- Support the school to make sure my child maintains a consistently high standard of behaviour and uphold the school's application of the behaviour for learning policy.
- Encourage my child to try their best so they can reach their full potential
- Communicate to the school any concerns that I have about my child that may affect their behaviour in school or ability to learn
- Make sure communication with the school is respectful, and that I make every reasonable effort to address my communications to the appropriate member of staff
- Understand that I should communicate with staff during core school hours (8am-4pm), and although they may at times respond outside of those hours, I can't always expect that
- Encourage my child to respect all members of the Academy community and maintain a positive attitude towards their learning.
- Attend appointments and parents' evenings to discuss my son/daughter's progress
- Not expect a meeting without making an appointment.
- Provide up-to-date emergency contact details.
- Support my son/daughter in homework and other opportunities for home-learning.
- Read all letters/messages that are sent home.

Parent/carer signature(s):

Students will:

- Arrive at school and my lessons every day on time and ready to learn with the right equipment
- Wear the correct school uniform and be tidy in appearance
- Try my best to do my work and ask for help if I need it
- Look out for the peers and let a teacher know if they have any concerns
- Do my homework on time and raise any issues with my teachers
- Speak to an adult about any issues I'm experiencing that may affect my work or behaviour
- Speak to an adult about any concerns I have about my own or other pupils' safety
- Treat all members of the school community and their property with care and respect
- Understand and follow the school rules including the mobile phone policy
- Look after school equipment, and show respect for the school environment and local community – LECA is a gum-free site.
- Represent the school and its values while in school uniform

Pupil signature: