Trinity St Stephen Church of England First School
Vansittart Road, Windsor, SL4 5DF
01753 862540 | office@tssfirst.co.uk
Headteacher: Linda Pennington /Chair of Governors: Trevor Kirby

❤️ **Compassion** 🤝 **Trust** 🦉 **Wisdom** 👥 **Friendship** 🕊️ **Peace** 🏠 **Fellowship**

Trinity St Stephen Church of England First School

Code of Conduct
Parent / Care Giver / Visitor

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Date:		Approved
Review Date:		Signed Title:

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1. Purpose and Ethos

At Trinity St Stephen, we aim to ensure that **everybody Thrives and Achieves within our Caring Christian Community**. We use our Christian Values and our core Bible verse to guide our interactions with others. We believe that keeping this commandment at the heart of everything we do helps us to continually aim to enable everyone within our school community to flourish.

This Code of Conduct outlines the guidance and expectations for all parents, carers, and visitors to our school. By working together in partnership, we create a safe, nurturing, and respectful environment where our children can see our values modelled by the adults around them.

2. Expected Behaviour and Interactions

We expect parents, carers, and visitors to uphold our Christian ethos by demonstrating kindness, patience, and mutual respect in all interactions.

- **Model positive behaviour:** Speak respectfully to all members of our school community, using appropriate language and a calm tone at all times.
- **Support the school's behaviour policy and principles:** Reinforce the school's positive behaviour expectations at home to help maintain a unified, consistent, and supportive approach for your child.
- **Support the school's vision:** Work collaboratively with staff to resolve any concerns or differences in a constructive, peaceful manner.
- **Respect school boundaries:** Follow school arrival, dismissal, and safety procedures to keep all children safe.
- **Promote community harmony:** Refrain from spreading gossip, rumours, or defamatory comments about staff, pupils, or other parents within the school grounds or local community.

3. School Visits and Confidentiality

We value and welcome the presence of parents and carers in our school, whether volunteering, attending workshops, or participating in community events. To safeguard our pupils and maintain professional trust, we expect absolute confidentiality from all visitors:

- **Protect pupil privacy:** Any information observed or heard regarding individual children (including their behavior, academic progress, or personal circumstances) while visiting the school must remain strictly confidential.
- **No external discussion:** Information gained during a visit must never be discussed outside the school with other parents, family members, or members of the wider community.

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- **Report concerns properly:** If you see or hear anything during a visit that causes concern, please report it directly to a member of staff or the Headteacher immediately, rather than discussing it with others.

4. Communication and Social Media Guidelines

Open, honest communication is vital to helping our children flourish. We expect all digital and written communication to reflect the same care and respect as face-to-face interactions.

- **Direct concerns appropriately:** Address any issues regarding your child privately with their class teacher or the relevant member of the school leadership team, rather than discussing them publicly.
- **Constructive messaging:** Ensure all emails, letters, and phone calls to staff are polite and respectful.
- **Responsible social media use:** Never use social media platforms (including private chat groups or public forums) to publicly name, criticise, or complain about the school, its staff, or individual pupils.
- **Respect pupil privacy:** Do not post photographs or videos taken at school events that feature other children on social media without explicit parental consent.

5. Unacceptable Behaviour

In order to safeguard our school community and maintain our caring environment, certain behaviours will not be tolerated.

- **Aggressive behaviour:** Any form of shouting, swearing, or intimidating language directed at staff, governors, parents, or children.
- **Physical or verbal threats:** Any behaviour that makes a member of our school community feel unsafe, threatened, or harassed.
- **Direct confrontation:** Approaching another parent or child on school premises to settle a dispute or chastise a child.
- **Property damage:** Defacing or causing intentional damage to school property or the property of others.

6. Addressing Concerns and Consequences

If a parent or carer acts in a way that breaches this Code of Conduct, the school will address the matter directly to protect our community and restore peaceful relations.

1. **Initial Discussion:** The Headteacher or a senior leader will speak with the individual to clarify expectations and seek a collaborative resolution.

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2. **Written Warning:** A formal warning letter may be issued if the behaviour continues or if an initial incident is deemed severe.
3. **Restricted Access:** In rare and extreme cases where a visitor poses a risk to safety or well-being, the school reserves the right to restrict or ban an individual from entering the school grounds.

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7. Parent / Carer / Visitor Agreement

Please sign and return this section to the school office.

By signing below, I confirm that I have read, understood, and agree to abide by the Trinity St Stephen CE First School Parent and Carer Code of Conduct. I accept my role in supporting the school's Christian values, vision, and policies to help our school community flourish.

Child's Name: _____
Class: _____

Parent/Carer Name/s: _____ _____
Signature/s: _____ _____

Date: _____

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