



Parent Guidelines

Reviewed: September 2026

Next review: September 2027

Policy History:

January 2026	Policy renewed	Steph Watson (Deputy Head)
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Wistaston Church Lane Academy is part of The Learning Partnership



Purpose and scope

At Wistaston Church Lane Academy, 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).

By introducing a set of parent guidelines, we aim to help the school work together with parents by setting out what we believe is and isn't appropriate behaviour when dealing with the school community.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil
- Anyone caring for a child (such as grandparents, other family members or child-minders)

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 the school community with respect by 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

Behaviour in and around the school that may require further action

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Using social media, online forums or group messaging services (including WhatsApp groups) to air, discuss or promote concerns, complaints, allegations or criticism about members of staff, pupils, parents or the school, where this may cause distress, damage reputations, undermine relationships within the school community, or require further action by the school.
- Swearing, or using offensive language

- Shouting at members of staff, pupils or other parents
- Threatening or using aggressive behaviour towards another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Smoking, vaping or drinking alcohol on the school premises
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)

Further actions which may be taken

The school will always respond to any incident in a proportional way with the final decision on how to respond resting with the Headteacher (unless certain behaviour is directed at or towards the Headteacher at which point the Chair of Governors will be consulted on how to respond).

Where further action may be required, 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 into school to meet with a senior member of staff or the Headteacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the trust's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site either temporarily or permanently (following consultation with the Chair of Governors) subject to regular review.