

**The Oak Tree Parent Code of Conduct**  
**A Code of Conduct for Parents, Carers and Visitors**



**Rationale**

The Oak Tree Federation has welcoming, supportive and inclusive schools and it is important that all members of the school community work together. We depend on the entire school community to help us maintain and improve our children's learning. We are very fortunate to have supportive and friendly parents and carers.

Our parents/carers 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. For these reasons, we welcome and encourage parents/carers to participate fully in the life of the school, through avenues such as parent forums and the Friends of Firle/Laughton School Association.

The purpose of this code is to provide a reminder to all parents, carer and visitors about expected conduct to ensure a safe and positive school environment for our children.

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

We expect parents, carers and visitors to show respect and consideration for others by:

- Approaching the school to help resolve any issues of concern
- Supporting the school ethos by setting a good example in their speech and behaviour towards all members of the school community;
- Being conscious of other parents/children when talking so as not to offend in any way, please see Appendix A regarding online offence;
- Allowing plenty of time 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 by not littering;
- Parking carefully and in good time for the safety of the children, yourself and other road users, and not parking, waiting or stopping in no-parking areas.
- Not bringing animals onto the school grounds for health and safety reasons, unless for educational purposes and with the prior permission of the school.

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

- Using offensive language or displaying temper;
- Threatening, aggressive or intimidating conversations or behaviour towards another adult or child.
- Abusive, threatening or damaging emails, phone, text or social network messages relating to the schools;
- Using tobacco, or being under the influence of alcohol or drugs on the school premises;
- Damaging or destroying school property;
- Disruptive behaviour which interferes with teaching, learning or administration of the school.

### **Potential Actions Taken:**

The Executive Headteacher and Federation Governors could take the following actions and adverse behaviour may be reported to the appropriate authorities: (the order of these actions may vary depending on the situation)

- Verbal Warning.
- Written Warning.
- Prohibit an adult from entering the school grounds to safeguard our school community. The duration of ban will be dependent on the situation.
- In the event of non-compliance with a banning order, the school would work with the police or other relevant authorities to enforce any orders or take such further action as appropriate (this may include the enforcement of a restraining order to restrict access to the school site.)

If an incident happens off the school site, parents have the right to report this to the Police.

### **Review**

The governors will review this policy every two years. The Governors may, however, review the policy earlier than this if the government introduces new regulations or if the Governing Body receives recommendations on how the policy could be improved.

Signed by:

Chair of Governors:

Executive Headteacher:

Approved: December 2019

Reviewed: December 2021, November 2023, February 2026

The policy will be reviewed in February 2028.

Appendix A:

### **Inappropriate use of social network sites**

Social media websites are being used increasingly to fuel campaigns and complaints against schools, head teachers, school staff, and in some cases other parents/pupils. The governors consider the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have must be made through the appropriate channels by speaking to the class teacher, the head teacher or the chair of governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

### **Libellous or defamatory posts**

In the event that any student or parent/carer of a child being educated at the school is found to be posting libellous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or student removes such comments immediately.

### **Cyber bullying**

We take very seriously the issue of cyber bullying by one child or a parent to publicly humiliate another by inappropriate social network entry. We will deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites.