



Bluecoat Academy

believe in yourself, in others, in God

Bluecoat Primary Academy Code of Conduct for Parents, Carers and Visitors

This Code of Conduct is an agreement between the parent, carer, visitor and Bluecoat Primary Academy. We trust that in accepting a place at this academy that this constitutes agreement and co-operation with all of the below.

PURPOSE AND SCOPE

The school actively encourages close links with parents/carers and the community. We know that students benefit when the relationship between home and school is a positive one. We welcome visitors to our school and encourage parents to communicate with us by phone or via email. If a parent, carer or visitor has concerns we will always listen to them and seek to address them as quickly and positively as possible in accordance with our complaints procedures.

We will always act to ensure the school remains a safe place for students, staff and all other members of our community and therefore abusive, threatening or aggressive behaviour will not be tolerated. If such behaviour occurs we will follow the procedures outlined within this code of conduct.

This code of conduct is intended to provide a reminder to all parents, carers and visitors to our school about the expected conduct within our school grounds and when involved in school events. This is so our community can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

CODE OF CONDUCT

We expect all visitors including parents to:

- Respect the caring ethos of the school
- Understand that parents and teachers need to work together for the benefit of children
- Treat all members of the school community with respect and understand that even if there is difference of opinion parents must remain calm and respectful
- Accept that all staff work to achieve the best outcomes but that occasionally mistakes can be made
- Approach school staff to help resolve any issues or concerns in a calm and constructive way
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour.
- Avoid using staff as threats to reprimand children

TYPES OF UNACCEPTABLE BEHAVIOUR

Types of behaviour that are considered serious and unacceptable, and which will not be tolerated in relation to members of staff, and other members of the community are:

- Disturbing school staff and trying to speak to them whilst they are supervising children
- Breaching school security procedures, e.g. entering parts of school without permission
- Shouting, either in person, over the telephone or in written communications
- Swearing, either in person, over the telephone or in written communications
- Emails or messages which are sarcastic or aggressive in tone and language
- Constant emails and/or phone calls which amount to harassment and intimidation, despite the school's best efforts to address a situation
- Taking part in inappropriate electronic activity including publishing abusive or inappropriate content with regards to the school, teachers or students on social networking websites such as Facebook and Twitter or in email communication
- Using any form of physical violence, such as pushing or hitting
- Using physical intimidation, e.g. standing unnecessarily close to her/him
- Making rude or aggressive hand gestures, including shaking or holding a fist towards another person
- Approaching someone else's child in order to discuss or chastise them because of their actions towards your own children
- Smoking and consumption of alcohol or illegal drugs on school premises
- Bringing dogs onto school premises with the exception of assistance dogs
- Damaging or destroying school property.

Should any of the above occur on school premises, or in connection with school, the school may feel it is necessary to take action by contacting the appropriate authorities including the police and social care if relevant or consider banning the offending adult from entering the school premises.

It is important for parents and carers to make sure any persons collecting their children are aware of these expectations.

We are conscious that the vast majority of our parents, carers and visitors never involve themselves in these forms of behaviour. We know that the vast majority of our parents, carers or visitors are respectful and engage constructively with all staff members. Thank you for abiding by this code in our school. Together we create a positive and uplifting environment not only for the children but for all who work and visit our school.

STEPS TO BE TAKEN IF AN INCIDENT OCCURS

Step 1 – Meet with the Head Teacher

In cases where the code of conduct has been broken but the breach was not considered a criminal matter, then the school will send a letter to the person or persons to request a meeting with a senior leader. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed on this occasion that repetition of such an incident will result in further more serious action being taken. If the Head Teacher has been subject to abuse then a warning letter will be sent out to inform them of inappropriate behaviour and the consequences of this and they may be invited to meet with a member of the Academy Advisory Board.

If a meeting is not deemed appropriate or the person or persons refuse to attend the meeting then the school will write to them and ask them to stop the behaviour causing the concern and warn that if they do not, they may be banned from the school premises.

Step 2 – Formal Warning from Head Teacher

If a second incident occurs involving the same person or persons, the Head Teacher will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the Head Teacher has been subject to abuse this will be done by written letter and the Academy Advisory Board will be informed.

Step 3 – Formal Warning from Academy Advisory Board

If a third incident occurs, involving the same person or persons, or an initial incident is considered serious enough, the Academy Advisory Board will write to the person or persons. It will be put to them that such behaviour is unacceptable and an assurance will be sought that such an incident will not be repeated. It will be stressed that further occurrences will lead to involvement of the Trust and likely to lead to a ban from the school site.

Step 4 – Formal letter from the Trust and likely ban from the school site

If a further incident occurs involving the same person or persons, or an initial incident is considered serious enough, The Trust will formally write explaining that the repeated nature of this conduct is unacceptable and are likely to ban the person or persons from the school site.

At this stage, the ban can take effect immediately but the person must be enabled to make representations. A period of a week is recommended to allow for this, at the end of which the Head Teacher should consider any representations made, then make a decision to either confirm the ban or discontinue it.

Step 5 – Non-Compliance with Ban from the School Site

If, following a decision to ban a person from the school premises, that person persists in entering school premises, they may be removed by the police as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

Note:

(1) A ban from the school can be introduced without having to go through all the steps offered above in more serious cases.

(2) Site bans will normally be limited in the first instance and will be reviewed at a reasonable interval.

(3) Parents will have the right to make representations about any decision (provisional or otherwise) to ban them from the school site.

STEP 1 LETTER

This is an example of the letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may need to be varied according to the circumstances.

Dear **

It has been reported to me that you have caused a disturbance at Bluecoat Primary Academy on (date). On this occasion, your behaviour has upset (who or a number of members of staff, pupils, etc) who were present.

I would welcome the opportunity to meet with you in order to:

- Explore the circumstances that led to this incident and seek to resolve any underlying issues;
- Explain our code of conduct expectations and the process followed when these are breached (I enclose a copy of these for your reference);
- Seek assurances from you that such an incident will not be repeated.

The suggested date for this meeting is (date)

I must inform you that any repetition of such behaviour could lead to an immediate withdrawal of permission for you to enter the school premises.

To confirm your attendance at the suggested meeting, or to arrange an alternative date/time
Please contact me via the school office.

Yours sincerely

STEP 2 LETTER

This is an example of a warning letter to be sent to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may need to be varied according to the circumstances.

Dear **

It has been reported to me that you have caused a disturbance at Bluecoat Primary Academy on (date). We have spoken previously about your unacceptable behaviour in the past and you reassured me (or member of the SLT) that such an incident would not be repeated. On this occasion, your behaviour has upset (who or a number of members of staff, pupils, etc.) who were present.

(Optional) If you are unhappy about any aspect of your child's education then we can arrange to have a meeting at an appropriate time and place.

This letter serves as a written warning, in accordance with our Parent, Carer and Visitor Code of Conduct. I must inform you that any repetition of such behaviour could lead to an immediate ban for you to enter the school premises.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours sincerely

STEP 3 LETTER

This is an example of a warning letter to be sent from the Academy Advisory Board to a parent, carer or visitor who has caused a disturbance at the school. The actual wording may need to be varied according to the circumstances.

Dear **

I have received a report from the ** of about your unacceptable conduct on (date). (Provide a brief summary of the incident and its effect on staff and pupils)

I note that you have met with the Head Teacher previously about similar conduct issues and have received a written warning about your conduct in the past. I must inform you that the Academy Advisory Board/Trust will not tolerate conduct of this nature and will act to defend school staff and pupils.

(Optional) If you are unhappy about any aspect of your child's education then you can arrange to have a meeting with the Head Teacher at an appropriate time and place.

This letter serves as a final written warning, in accordance with our Parent, Carer and Visitor Code of Conduct.

I must inform you that any repetition of such behaviour will lead to an immediate withdrawal of permission for you to enter the school premises.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours sincerely

STEP 4 LETTER

This is an example of a letter to be sent from the Trust to a parent, carer or visitor who has caused repeated disturbance at the school. The actual wording may need to be varied according to the circumstances.

Dear **

I have received a report from the ** at Bluecoat Primary Academy about your unacceptable conduct on (date). (Provide a brief summary of the incident and its effect on staff and pupils)

I note that you have met with the Head Teacher previously about similar conduct issues and have received a written warning about your conduct in the past.

I must inform you that the Academy Advisory Board/Trust will not tolerate conduct of this nature and will act to defend school staff and pupils.

I am therefore instructing you that until I have reviewed this incident, you are not to reappear on the school premises. If you do not comply with this instruction, I shall arrange for you to be removed from the premises. If you cause a nuisance or disturbance on the premises, you may be prosecuted under section 547 of the Education Act 1996; if convicted under this section, you are currently liable to a fine of £500.

Special arrangements can be made for you to meet with the Head Teacher.

The withdrawal of permission for you to enter the school premises takes effect immediately and will be in place for (insert days) school days in the first instance. I still need to decide whether it is appropriate to confirm this decision. Before I do, I wish to give you an opportunity to write to me with any comments or observations of your own in relation to the report that I have received from the Head Teacher. These comments may be to challenge or explain the facts of the incident, or to express regret and give assurances about your future good conduct.

To enable me to take a decision on this matter, please send me any written comments you wish to make by **(date 10 school days from date of letter)**. If, on receipt of your comments, I consider that my decision should be confirmed, you will be supplied with details of how to pursue a review of your case.

Yours sincerely

Bluecoat Primary Academy
Issues of conduct with the use of Seesaw and Social Media

At Bluecoat Primary Academy, we use electronic platforms and social media such as Seesaw, Facebook and Twitter to promote events, celebrate achievements and to maintain good contact with the school community. We encourage you to positively participate with us on social media if you wish. Within these spaces however we ask that you use common sense when discussing school life online.

‘Think before you post’ We ask that social media, whether public or private, should not be used to fuel campaigns and voice complaints against the school, school staff, parents or children.

We take very seriously inappropriate use of social media by a parent to publicly humiliate or criticise another parent, member of staff or child.

If parents have any concerns about their child in relation to the school as we have said above they should:

1. Initially contact the class teacher
2. If the concern remains they should follow our complaints policy and contact the most appropriate member of the school leadership team (Key Stage Leader, SENCO, Deputy or Head Teacher).

They should not use social media as a medium to air any concerns or grievances. **Online activity which we consider inappropriate:**

- Identifying or posting images/videos of children
- Abusive or personal comments about staff, governors, children or other parents
- Bringing the school into disrepute
- Posting defamatory or libellous comments
- Emails circulated or sent directly with abusive or personal comments about staff or children
- Using social media to publicly challenge school policies or discuss issues about individual children or members of staff
- Threatening behaviour, such as verbally intimidating staff, or using bad language
- Breaching school security procedures

At our school we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.



Seesaw Parent User Agreement

By creating an account on Seesaw and logging into my child's profile, I agree to the following statements:

- I will not share my login or account details with anyone.
- I will conduct myself in an appropriate manner when using Seesaw.
- I understand that my comments and anything I post as a parent has to be accepted by my child's class teacher.
- I understand that any comments I post that has 'Everyone' tagged in means that other families can read my comment.
- I understand that when I make a comment on a piece of work the comment I make must only be a positive comment about my child or my child's work.
- I understand that when I make a comment on a piece of work I am only allowed to comment about my own child and not another child who is tagged in the post.
- I understand that when I make a comment on a piece of work or announcement, I am only to comment about my child or ask an appropriate question.
- I understand that teachers do not have to reply to the comments or private messages that I send but if they do, it will be during working hours 8am to 4pm.
- I understand that teachers will only 'like' the comments that I post on my child's work.
- I understand that any work, videos or photographs I upload to my child's profile must be appropriate and purposeful towards their learning.
- I will not copy, share or print screen anything I see on Seesaw.
- I will not copy, share or print screen anything I see on Seesaw and then share it on social media.
- I understand that Seesaw is a safe and secure online tool.
- **I will not share any of the content on Seesaw on social media.**
- I understand that my child will receive at least one new post a week on their journal.
- I will only use Seesaw as a professional tool for my child's education.

I understand that if I do not follow any of the above statements, my account will be blocked and frozen on Seesaw and I will no longer be able to access my child's account.