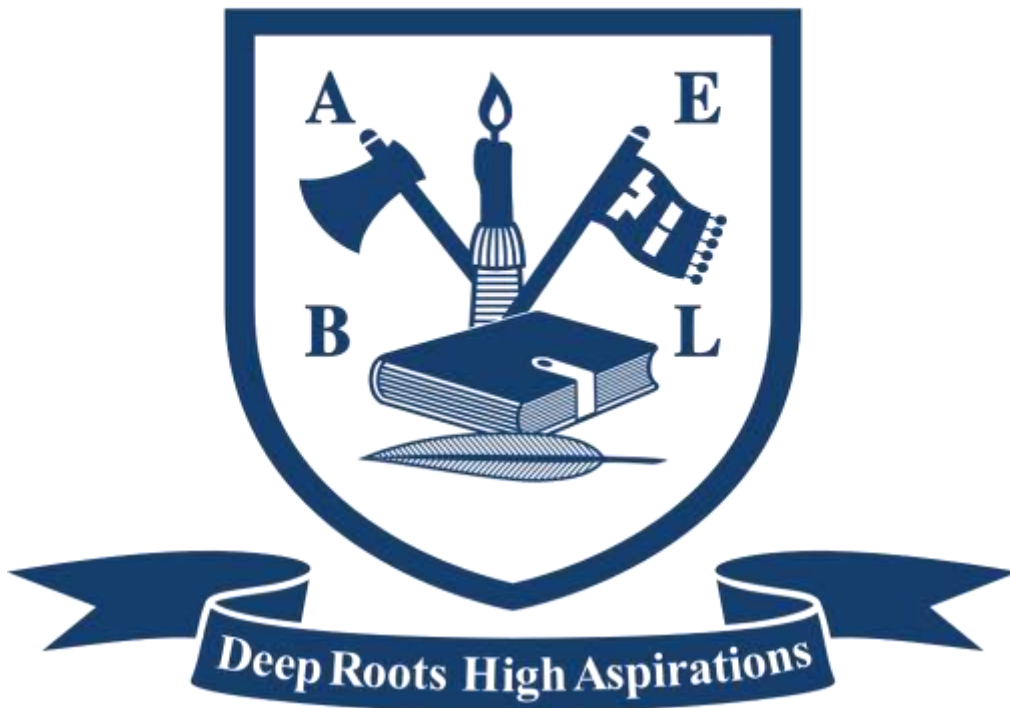


HIGH ASPIRATIONS

KNEBWORTH

Primary and Nursery School



Code of Conduct for Members of our School Community

*This policy is reviewed on an annual basis
Next review date: November 2026*



RESPECT - RESPONSIBILITY - RESILIENCE

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Aims

Knebworth Primary School believes that, in order to facilitate teaching and learning, acceptable behaviour must be demonstrated in all aspects of school life.

We strive to build a strong relationship with parents to help create a stimulating learning environment that continues from school to home, providing all pupils with the opportunity to achieve to the best of their ability.

To create a welcoming and safe learning environment, the school implements a specifically designed set of rules regarding behaviour and conduct which parents are expected to act in accordance with.

All staff members have the right to work without fear of violence or abuse; therefore, physical attacks, threatening behaviour, and abusive or insulting language towards staff members, governors, visitors, pupils or other parents may result in individuals being removed from the premises.

This document outlines the manner in which parents are expected to act whilst on the school premises, as well as detailing the type of behaviour that will not be tolerated.

Purpose and Scope

At Knebworth Primary School we believe it is 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 in a Code of Conduct. 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 members of our school community, including parents and carers, 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)

Behaviour that will not be tolerated

- Behaving verbally or physically in a manner that is disrespectful to others
- 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 this may include , but is not limited to, getting close to them and pointing close to their face
- Threatening another member of the school community
- Sending abusive messages to another member of the school community, including via text, email or social media
- Sending disrespectful messages of a critical nature with unsubstantiated content/context to another member of the school community, including via text, email or social media
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Taking photographs, recording conversations of staff, pupils, parents & carers (without full permission from the Headteacher or stakeholders involved)
- Use of physical punishment against your child while on school premises or in the local community
- 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
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event) or behaviour which demonstrates they have been consumed prior to being on site
- Possessing or taking drugs (including legal highs) or behaviour which indicates drugs have been taken and are having an effect on the ability to have sound clarity of judgement

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.

Depending on the nature of the incident, the school may then:

- Send an email reminding the person concerned to maintain a high level of conduct at all times (see appendix 1)
- Send a warning letter to the parent, that their breach of our Code of Conduct could lead to further consequences (see appendix 2)
- Invite the parent in to school to meet with a team leader/senior member of staff or the Headteacher
- 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 if they are in breach of our Code of Conduct. The school will always respond to an incident in a proportional way. (see Appendix 3 and 4)
- The final decision for how to respond to breaches of the code of conduct rests with the Headteacher.

- The Headteacher will inform the Chair of Governors when banning a parent from the school site.

Appendix 1: email to remind parent/carer about good conduct

Dear Parent/Carer,

I am writing in response to the concern you shared with staff on [date]. At Knebworth Primary School we aim to respond to any query and resolve any issue as best we can. However, on this occasion we were concerned at the way you approached the situation, and although [state details if there seemed to be some kind of misunderstanding], we would like to remind you that we have high expectations of the personal conduct of all members of our school community at all times.

Please ensure that you uphold our school values and show respect to our staff, parents and carers, and all members of our school community at all times. Governors have shown support to the school in this regard by publishing a Code of Conduct for all members of the school community (attached).

Please note that if there are further incidents that are in breach of this policy, you could receive a formal warning regarding your behaviour on site.

If you still need any support with resolving the situation, please use our guidance attached, and we will aim to support in any way.

Yours sincerely,

Member of the Senior Leadership Team

Appendix 2: Warning letter 1

Dear [name],

The Governors of Knebworth Primary School have a duty to provide a safe and healthy environment for both its pupils and those members of staff employed on the site.

Your conduct on [Date] compromised this responsibility and was contrary to the School's aims in providing an environment in which the pupils and staff feel safe.

On [Date] you [Description of behaviour].

The purpose of this letter is to formally warn you of the consequence of the continuation of such behaviour. I must inform you that should a further incident of a similar nature occur in the future, I would have no alternative other than to ban you from the premises of Knebworth Primary School.

You may wish to make representations on the incident, in which case I refer you to the attached copy of the Schools' Complaints Procedure, which sets out the process which you should follow in making your response.

I am sorry that the school has had to take this step as we value contact with you, and other parents, and know that this plays an important part in the educational progress of a child.

The school has always maintained that a child's education should be a partnership between the school and parents.

I would hope we could put this behind us and work together in the future.

Yours sincerely

Headteacher

Appendix 3: Barring letter 1

Dear [name],

You will recall that I wrote to you on [date of 1st letter] in connection with your conduct on [date of 1st incident]. I stated in the letter my concerns about your behaviour at school and that should a further incident of a similar nature occur, we the Headteacher and the Governing Body would have no alternative other than to consider banning you from the school premises.

As a result of an incident on [date] where you [describe behaviour] I must tell you that you are no longer allowed on the premises of Knebworth Primary School. The decision does not alter the school's legal obligation to keep you informed of your child's educational progress. School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with the most appropriate member of staff.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Procedure, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors [at the end of term or a subsequent date].

I am sorry that the school have had to take this step.

Yours sincerely

Headteacher

Appendix 4: Serious conduct – leading to ban without warning

Dear [name],

The Governors and Senior Leadership Team of Knebworth Primary School have a duty to provide a safe and healthy environment for both its pupils and those members of staff employed on the site. Your conduct on [Date] compromised this responsibility and was contrary to the School's aims in providing an environment in which the pupils and staff feel safe.

As a result of an incident on [date] where you [describe behaviour] I must tell you that you are no longer allowed on the premises of Knebworth Primary School.

The decision does not alter the school's legal obligation to keep you informed of your child's educational progress.

School reports will be forwarded to you and if you have any queries regarding your child's educational progress, you should telephone the school to speak with the relevant member of staff.

As your permission to enter the school premises has been withdrawn, to enter the premises would constitute trespass. Under section 547 of the Education Act 1996, it is a criminal offence to trespass upon the school premises and to cause a nuisance or disturbance. On conviction, you could be subject to a fine of up to £500.

You may wish to make representations upon the action taken by the school as a result of your behaviour. If you wish to do so, please refer to the attached copy of the School's Complaints Procedure, which sets out the process for your response.

Your ban will be reconsidered by myself and the Governors (at the end of term or a subsequent date). I am sorry that the school have had to take this step.

Yours sincerely

Headteacher