



Cowbit St Mary's Church of England Primary School

Code of Conduct for Parents and Visitors

At Cowbit St Mary's CofE Primary School we are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, school staff and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school. The purpose of this policy is to provide a reminder to all parents, carers and visitors to our school about expected conduct. This is so we can continue to progress and achieve in an atmosphere of mutual understanding.

Guidance

At Cowbit St Mary's CofE Primary School, we expect parents, carers and visitors to:

- Respect the caring ethos of our school
- Understand that both school staff and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- 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 own child's behaviour especially in public and in school grounds where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

In order to support a peaceful and safe school environment the school cannot tolerate parents, carers and visitors exhibiting the following:

- Disruptive behaviour that interferes or threatens to interfere with the operation of a classroom, an employee's office or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social sites. (See Appendix 1). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking and consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises.

Should any of the above behaviour occur on school premises the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school grounds. We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school. We would expect that parents would make all persons responsible for collecting children aware of this policy.

Appendix 1

Inappropriate use of Social Network Site 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 of Cowbit St Mary's CofE Primary School considers 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. In the event that any pupil or parent/carer of a child/ren being educated in Cowbit St Mary's CofE School Primary 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 pupil removes such comments immediately. In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

Approved by Governors

Signed  Chair of Governors

Date 11/9/18

For review September 2019

Absence Reporting

Always try to send your child to school, even if they feel a little under the weather e.g. runny nose, cough, tummy ache, headache etc. If they do not improve whilst at school, staff will take care of them and if they deem it necessary will ring a Parent and ask that the child be collected. Children must not attend school if they have an infectious illness e.g. stomach upset, Chicken Pox, Measles, Mumps etc.

If your child is absent from school for whatever reason, please contact the school office between 08:00 and 09:15 on the first day and on all subsequent days the child is away from school, telling us the nature of the absence and an estimate of when the child is likely to return.

Lateness

Lateness leads to a poor start to the day and must be avoided whenever possible. Work is missed and disruption is caused to the whole class.

Please remember:

- The gates open between 08:40 and 08:50
- All children arriving after 08:50 should be taken to the school office and the individual will be recorded as 'late' in the class register.
- Children arriving after 09:15 will be recorded as an 'unauthorised absence'.

Appointments during school time

If your child has an appointment during the school day, please send a copy of the appointment card into the school office, so that our records can be updated. **Please do not keep the child away from school for longer than the duration of the appointment.**

Holidays in term time

All holidays should be taken during school holidays. However, parents/guardians can apply to the Governors for permission to take their child/children out of school during term time. However:

- You must apply, in writing no less than 2 weeks prior to the required date.
- The application must be in the form of a request, not a statement. The Chair of Governors will consider the request taking into account all of the circumstances involved before advising the parents in writing of his decision. Permission will only be granted in the most exceptional circumstances, as prescribed by the Department of Education, Lincolnshire County Council and 'Ofsted'. **The school has only very limited discretion in relation to absences during term time.**
- Please do not book a holiday in term time until you have received permission from the Governors.
- Taking an unauthorised holiday during term time is likely to result in a fixed penalty notice being issued by L.C.C. **Parents/guardians are strongly advised to read the school's Attendance Policy below.**

Poor Attendance

The school appreciates that children miss school for a variety of perfectly valid reasons but if the number of absences in any one period gives cause for concern or if the reasons given in relation to repeated absences are unsatisfactory, the child's parents will be invited to attend a meeting with the Headteacher. The meeting will provide an opportunity to review the child's absence history and joint solutions will be explored in order to improve attendance.

If however attendance subsequently does not improve, the case will be referred to the County Council Education Welfare Officer who will investigate the matter, consulting with all parties before making a determination.

It is possible, in appropriate cases that a Fixed Penalty Notice could be issued or in extreme cases, a prosecution may be sought.

Help us to help your child/children

The Headteacher and the Governors are working hard to encourage all children to come to school as often as possible and initiatives have been introduced to motivate children and Parents alike. 'Ofsted' instruct all schools that they should achieve a 98% attendance rate. A very difficult target but even more importantly, everyone in school is aware that the loss of a single days schooling is difficult to recover.

Please help Cowbit St Mary's CofE Primary School to provide your child/children with the best and most comprehensive education possible by making sure that your child is in class.

Celebrating Good Attendance

At the end of each week, the class with the best attendance in the school is presented with a certificate. All pupils with 100% attendance receive a certificate at the end of each week. Termly and yearly awards are also presented to pupils.