



# ASTON AND COTE CHURCH OF ENGLAND PRIMARY SCHOOL

## PARENT CODE OF CONDUCT

This policy should be taken and used as part of Aston and Cote's overall strategy and implemented within the context of our vision, instrument of government aims, and values of a Church of England School. Aston and Cote is a Church of England School which celebrates a love of God and puts the Christian ethos at the centre of all that it does.

### September 2026

|                |                                            |
|----------------|--------------------------------------------|
| <b>Signed:</b> | <b>Headteacher</b>                         |
| <b>Signed:</b> | <b>Chair of Governors</b>                  |
|                | <b>Date of next review: September 2027</b> |

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## Purpose and Scope

At Aston & Cote CE Primary School, staff and governors 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 that reflects the Christian vision and ethos of the school at all times including our core Christian values of COURAGE, FORGIVENESS, HONESTY, LOVE and RESPECT.

**Courage** – having the courage to deal with difficult situations that we find ourselves in

**Forgiveness** – graciously accepting an apology from someone and showing forgiveness

**Honesty** – owning up when we have done something wrong

**Love** – treating others with love and kindness at all times

**Respect** – caring for everyone in our school community and beyond and for the environment

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).

This code of conduct aims to help the school to work together with parents 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)

## Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the Christian 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 – 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 that will not be tolerated

- Disrupting, or threatening to disrupt, school operations (including events on the school grounds and sports team matches)
- Serial messaging/ demands, that disrupt school operations due to the persistent nature and intensity
- Swearing, or using offensive language
- Displaying a temper, or shouting at members of staff, pupils or other parents
- Threatening another member of the school community
- Using offensive or defamatory language about a member of the school community
- Sending abusive messages to another member of the school community using electronic communication, including via Class Dojo, text, email or social media

~ Aspiring to be the people God created us to be by growing the talents He gave us. ~

This policy is in line with The Key for Leaders

- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Use of physical punishment against your child
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining another person's child whilst on school premises – 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)
- Possessing or taking drugs (including legal highs) on the school premises
- Bringing dogs onto the school premises (other than guide dogs)

## 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 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 local authority's legal team regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident proportionally. The final decision on how to respond to breaches of the code of conduct rests with the headteacher.

The headteacher will consult the chair of governors before banning a parent from the school site.

## Appendix 1: model letters

### Initial warning letter from the headteacher

Dear

I've received a report about your conduct on [time and date].

[Summary of incident, include location, its effect on staff, pupils and/or other parents.]

If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct. [Please find a copy attached to this letter.]

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour in our school. [Please find a copy attached to this letter.]

We believe that all staff, pupils and parents are entitled to a safe, respectful and inclusive environment, and that parents are as responsible for creating this environment as school staff.

Continue with:

Further breaches of the code of conduct may result in a ban from the school premises.

If you want to invite the parent in for a meeting, add:

I'd like to invite you in to school to discuss this incident, and how we can work together to prevent similar issues in the future.

Please contact the school office on [phone number] to book an appointment.

Yours sincerely

Headteacher

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## Model letter banning a parent from the school site

Dear [parent name],

I am writing to inform you that, after consultation with the chair of governors, I am banning you from the school site until [date].

You can also choose to ban a parent permanently. In that case, amend the sentence above.

Despite previous correspondence and conversations about your conduct, there have been further breaches of our parent code of conduct.

[Include details of the incidents, including dates, locations and effects on staff/pupils/other parents for every relevant incident.]

If you do not comply with the ban, I will arrange for you to be removed from the grounds and you may be prosecuted under Section 547 of the Education Act 1996.

If you would like to raise a complaint, you can do so using the school's complaints procedures, which are available on our website.

Yours sincerely

Headteacher