



Mornington Primary School Parent Code of Conduct

At Mornington 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 a partnership between parents, class teachers and the school community. As part of that partnership our parents understand the importance of a good working relationship in order to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents and carers to participate fully in the life of our school.

The purpose of this notice is to provide a reminder to all parents, carers and visitors to our school about their expected conduct. This is so we can continue to enable children to flourish, progress and achieve in an atmosphere of mutual understanding.

The school has a variety of adults working on the premises at any one time. They can be categorised as follows:

- Paid full or part-time staff employed by the school:
- Attendance Officer
- Clerical staff
- Care Assistant
- Midday dinner supervisors & cooks
- Site Manager & Cleaning Staff
- Sports Coach
- Teachers
- Teaching assistants
- Trainee Teachers

Adult workers employed by another organisation:

- Contract workers (for example an electrician or heating engineer).
- Grounds maintenance staff
- Health visitors
- LA advisers and inspectors
- Peripatetic music teachers
- School Governors

Volunteer helpers:

- Adults from the local community
- School Governors
- Members of the PTA
- Parents or other adult helpers working alongside teaching staff
- Students on work experience.

Volunteer helpers support the school in a number of ways, including:

- Hearing pupils read
- Helping develop the school grounds and environment
- Helping with classroom organisation
- Helping with the supervision of children on school trips
- Helping with art or subjects involving other practical activities
- Helping by being 'spotters' during swimming lessons
- Sharing an experience

Volunteer helpers are **not** allowed to do the following activities:

- Take responsibility for all or some of the whole class.
- Take children off the school site without a teacher in charge.
- Deal with behaviour of a child in school if not their own.
- Instruct children to behave or respond in certain ways unless their own child.
- Be out of the sight of a member of staff, alone with a child.

The responsibility for the safety, health and welfare of the child remains with the class teacher at all times.

Police checks

For the children's safety, all volunteer helpers are required to have police clearance *before* they work in the school. The head teacher has the authority not to accept the help of volunteers they believe it will not be in the best interests of the children.

Deployment of volunteer helpers

Helpers will be asked to support in classes and situations where there is the most need. This could be in their own child's classroom, providing it is not a distraction and the teacher is comfortable with the situation. However, the school also recognises its responsibility to ensure that pupils may learn in an educational environment free of unnecessary disruption that is safe for children and staff, preserving the privacy rights of pupils, minimising disruptions to the educational process and maintaining order and security on its premises.

Procedure for visiting school

Any adults (that are not school employed staff,) that arrive in the school must sign in at the reception desk. Our system keeps a record of each visitor, the purpose of the visit, the time of arrival and departure. They will be given a visitor's sticker, which should be worn at all times and returned to the office before they leave. This procedure is followed on both safeguarding and fire safety pre-cautions grounds. To ensure the smooth running of the school, visitors may be turned away if an appointment has not been made. Members of the staff who are expecting visitors should ensure that the office is aware of the appointment. All visitors are admitted at the discretion of the Head Teacher. All visitors must adhere to the instructions given by any member of staff. The Head Teacher will decide whether the visitor needs to be accompanied for the duration of their visit. Photography and analogue or digital recording in any form will only be permitted at the discretion of the Head Teacher. This may be to comply with the Data Protection Act, preserve copyright or maintain confidentiality. Also, to preserve confidentiality, visitors must not pass on any information obtained on their visit to anyone who does not need to know that information. Any visitor who has concerns about any aspect of their visit should bring this to the attention of the Head Teacher.

All visitors must have regard for the health, safety and security of everyone and everything on the premises.

Supply Teachers will be made aware of the 'Information for Supply Teachers' folder which will be handed to them on arrival. Where possible, visits by Contractors, especially for maintenance, should be made at times when the pupils are not on the premises.

Racial Equality & Equal Opportunities Statement

All children have equal access and inclusive rights to the curriculum regardless of their age, gender, race, ethnicity, religion, belief, disability or ability. We plan work that is differentiated for the performance of all groups and individuals. Mornington Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

All staff have equal access and inclusive rights to their work regardless of their age, gender, sexual orientation, race, ethnicity, religion, belief, disability or ability. Mornington Primary School is committed to creating a positive climate that will enable everyone to work free from racial intimidation and harassment and to achieve their full potential. Policies are available on each of these that expand on this further.

Accessibility of policy documents

Parents and carers are welcome to ask for further information about any policy matter. Copies of all current School policies are available for parents and carers to read. Policies are available via the School website at www.mornington.notts.sch.co.uk. Or you can ask at the office for a copy.

Guidance for appropriate conduct

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Respect the caring ethos of our school.
- Understand that both teachers 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 their own child's behaviour especially in public 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 which interferes or threatens to interfere with the operation of a classroom, office or any other area of the school grounds.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.

- Threatening to harm to a member of school staff, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications.
- Defamation of the school or staff character on Facebook or other social networking sites. Any concerns you may have about the school 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.
- 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 their actions towards your own child/ren. (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.
- Cycling on school premises.
- Dogs being brought on to school premises.

Should any of the above behaviour occur on school premises the school will follow the actions detailed in the "Abusive or Threatening Behaviour" policy. This could result in the school feeling that 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.

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Please contact the school office if you would like to volunteer to be more involved in school life, be it as a parent helper, member of the PTA or School Governor. We value and welcome your contribution, however large or small.

Inappropriate use of Social Network Site

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, and in some cases other parents/pupils. The Governors of Mornington Primary 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 Headteacher 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 at Mornington Primary 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.

We would expect that parents would make all persons responsible for collecting children aware of this policy.

Please sign and return this slip to the school office to acknowledge that you have read and understand the Parent Code of Conduct policy.

Signed: Parent / Guardian

Parent/Guardian of:

Date: