

Broad Square Primary School



Parent and Carer Code of Conduct

Created by: Headteacher

Date Created: May 2022

Updated on:	Changes made / notes:
May 2024	Updated. Including banning of electric scooters.
November 2025	Reviewed
April 2026	Added information on the importance of school attendance.

Signed: (Headteacher): Mrs C. Foden

Signed: (Chair of Governors) R. Morgan

School Values:

Excellence, Responsibility, Respect, Community, Enjoyment, Compassion, Perseverance

1. Purpose

At Broad Square Primary School, we 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 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. 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 parents/carers by setting guidelines on appropriate behaviour. We expect all parents and carers who choose to send their children to Broad Square Primary School to follow our Code of Conduct.

2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the 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
- 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 staff to help resolve any issues of concern in a calm, respectful manner
- Please support your child to attend school regularly and on time. This will give them the best chance to achieve at Broad Square.

3. Behaviour that will not be tolerated

- 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
- Threatening another member of the school community
- Sending abusive messages 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 (including WhatsApp)
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Disciplining your own/ another person's child – please bring any behaviour incidents to a member of staff's attention
- Smoking or drinking alcohol on the school premises
- Possessing or taking drugs
- Bringing dogs onto the school premises (other than guide dogs)
- Driving electric scooters onto the school grounds

4. Breaching the code of conduct

If the school suspects, or becomes aware, that a parent or carer has breached the code of conduct, the school will gather information from those involved and speak to the person 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 in a proportional way. The final decision for 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.

*This document can be provided in different formats upon request.