



# CRIGGLESTONE ST. JAMES CE PRIMARY ACADEMY



## Parental Code of Conduct Policy

2024-2025

## INTRODUCTION

St James Primary Academy is committed to valuing diversity and to equality of opportunity. We aim to create and promote an environment in which pupils, parents/carers and staff are treated fairly and with respect, and feel able to contribute to the best of their abilities. We recognise that it is unlawful to take into account anyone's gender, marital status, colour, race, nationality, ethnic or national origin, disability, religious beliefs, age or sexual orientation.

The following code of conduct will be adhered to by school staff, those working within the academy and by our parents/carers/families. (From the Knowledge Handbook 2024-25)

Those leading work within the academy will:

- Keep our children safe at all times – including safe movement within the academy building.
- Be positive role models.
- Foster and maintain a positive relationship with home, but establish clear messages about expectations.
- Enable our pupils to feel happy, safe and respected.
- Place great emphasis upon the love of reading.
- Ensure that the pupils learn to the best of their ability.
- Deliver the statutory curriculum tailored to the needs and interests of our pupils - making it both fun and exciting.
- Develop pupils' social skills, in particular their independence, patience, empathy and resilience – so they are ready for the next stage in their life.
- Provide timely feedback to pupils about their own progress and achievements.
- Stretch imagination and create a desire to learn.
- Seek to offer the widest range possible of extra-curricular opportunities.
- Class teachers and ESAs will ensure children maintain a positive and safe arrival from playground to classroom, and vice versa, at all times.
- Keep families informed through the various channels of communication.
- Deploy funding appropriately to maximise impact upon pupil progress in all areas.
- Provide feedback to parents upon social and academic progress at timetabled intervals and upon request.
- Challenge our own thinking and be willing to try new ideas.
- Involve families with ideas, thoughts and next steps for the academy.
- The academy will determine which class is most appropriate for each child.

## PARENTS/CARERS/FAMILIES CODE OF CONDUCT

- Maintain regular, strong attendance and punctuality, ensuring children arrive to school on time.
- Ensure uniform guidelines are adhered to each day.<sup>1</sup>
- Monitor and support the completion of all homework and encourage their children to meet deadlines around this.
- Read each day with their children.
- Discuss the school day with their children.
- Have a duty to ensure their children are ready to start full-time school in reception class. This includes relevant self-care and hygiene.
- Consult class teachers and follow recommended routes if concerned.
- Build and maintain a positive, respectful relationship with school.
- Understand and accept that the academy's perspective may differ from their own.
- Be positive role models.<sup>2</sup>
- Attend relevant information and training sessions.
- Respect our stance as a Church school that 'forgiveness never ends'.
- Monitor and manage their child's use of social media and the wider internet at all times - taking responsibility for this.
- Ensure their children are ready for school each day – including lunchtimes.
- Meet all agreed costs associated with school activities and maintain dialogue as required.
- At all times avoid the use of social media to criticise the academy and/or its staff, both directly or indirectly,<sup>3</sup> and instead use the suggested means of dialogue to resolve any concern.

*1. Please note that as part of the uniform policy, earrings should not be worn in school. If children wear earrings in school, they will be asked to remove them. If they are unable to remove them, they will need to tape over them. For health and safety reasons, children will be unable to actively participate in PE lessons if they are wearing earrings.*

2. The academy staff should not be subject to verbal or physical threats, intimidation or behaviour and will take necessary action to maintain this as required.

3. The academy will follow up any concerns in relation to this under the 'Malicious Communication Act 1988' and the 'Communications Act 2013' and pursue them as deemed necessary.

### **We also have the following expectations to keep children safe:**

-If children come to school on a bike/scooter, they must wear a helmet.

- If children come to school on a bike/scooter, they must bring a bike lock, to securely fasten their bikes/scooters to the bike racks. This will help to prevent bikes/scooters falling and possibly harming children.

-Once parents have collected their children at the end of the day, parents should not let their children play near the electricity box at the bottom of the field.

-Children are not permitted to climb the trees or play and swing on the bike racks.

-At the end of the day, when children are with their parents, parents have full responsibility for their children, including their actions and behaviour. Responsibility for children will not lie with the school.

-Children in Year 5 and Year 6 can walk home on their own. Parents must sign a permission slip first before children will be allowed to walk home alone.

At times, parents will support each other by collecting each other's children. If the academy has not been informed that a different adult is collecting their child, staff will contact the child's parent first, as a safeguarding measure, before handing the child over to the different adult.

If parents wish for external individuals to enter the academy, they must first seek permission and then liaise on dates with the academy. The academy reserves the right to refuse admission on safeguarding grounds.

The governors of Crigglestone St James CE Primary Academy are committed to ensuring that the principles set out above are adhered to at all times by all members of the school community.

To support communication with parents, we have a clear path for communication which should be followed by parents:

- Level 1: School office / Class teacher (via phone or email to [admin@stjamesacademy.co.uk](mailto:admin@stjamesacademy.co.uk))
- Level 2: Phase Leaders
- Level 3: Assistant Headteacher
- Level 4: Deputy Headteacher
- Level 5: Headteacher
- Level 6: Governing Body

If parents do not follow the above process, the relevant leader will filter the communication to the appropriate member of staff.

These will be your first points of contact for all correspondence. The Headteacher will only become involved if required beyond this. Anything sent directly to the Headteacher will be filtered to the appropriate leaders and they will respond accordingly. It is still advisable when wishing to discuss issues relating to your child that you contact the class teacher first in person (at the start/end of the day) or via phone in the first instance, if this is not possible then an email to [admin@stjamesacademy.co.uk](mailto:admin@stjamesacademy.co.uk) allow us to alert the appropriate teacher. Emails sent directly to individual staff emails will not be responded to. It is imperative that the correct lines of communication are used.

If a parent has contacted school via telephone, the relevant member of staff will aim to reply to the parent, via telephone, within one working day.

If emails have been sent to members of the SLT, or the SENCO they will aim to send an acknowledgement email within 24 working hours of receiving the email and will aim to respond to the email within 5 working days. Please be aware that some members of SLT work part-time. They will respond within 24 hours or 5 working days that reflect their part-time working hours.

For further information about ways to communicate, please read the Parent Communication Policy.

## **APPENDIX A**

### **Barring from the School Premises**

Although fulfilling a public function, schools/academies are private places. The public has no automatic right of entry. The academy will therefore act to ensure they remain a safe place for pupils, staff and other members of their community. If a

parent's behaviour is a cause for concern, staff and/or governors can ask him/her to leave the academy premises. In serious cases, the headteacher may notify them in writing that their implied licence to be on academy premises has been temporarily revoked subject to any representations that the parent may wish to make. (The academy would always give the parent the opportunity to formally express their views on the decision to bar in writing). The decision to bar would then be reviewed, taking into account any representations made by the parent and either confirmed or lifted. If the decision is confirmed the parent will be notified in writing, explaining how long the bar will be in place.

Anyone wishing to complain about being barred can do so, by letter or email, to the headteacher or Chair of Governors.