

St Andrew's CofE (Controlled) Primary School/



Parent Code of Conduct

"I can do all things through Christ who strengthens me."

This policy was formulated, and staff were consulted on this document in:	Spring Term 2024
This policy was approved by the Governing Body:	May 2024
This policy is to be reviewed in:	Summer Term 2027
Committee of the Governing Body to complete review:	Full

1. Purpose and scope

At St Andrew's CofE Primary School, we work together to teach and inspire all our children to be the best that they can be and to flourish for God, for others and themselves.

At St. Andrew's 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 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)

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
- › 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

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 any 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
- › Use of physical punishment against your child while on school premises
- › Any aggressive behaviour (including verbally or in writing) towards another child or adult
- › Disciplining another person's child – 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)
- Bringing dogs onto the school premises (other than guide dogs)

4. 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 Shropshire LA 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.



5. ClassDojo – Guidance and Expectations

Class Dojo is only available to parents and children registered at St. Andrew's School

Introduction

We believe that an effective partnership between home and school is beneficial with supporting children in their learning. As a result, we use Class Dojo in all classes.

Class Dojo is a free online app which teachers use to communicate with parents on a 1:1 messaging service or via the class page where general class messages can be shared.

In order for the system to work efficiently and effectively, this document will highlight the stipulations around use from teachers and parents/carers in order to keep ClassDojo a positive tool.

How does Class Dojo Work?

We use the Class Dojo App to communicate securely with parents/carers about their children online.

Parents/carers are sent a passcode which connects them to their child's account.

We will use Class Dojo to keep in touch with you about class events, send reminders about swimming/PE days, send celebratory messages about learning and/or other important events such as trips or assemblies. You can also use it to alert the staff if you have any concerns, which may require a phone call or chat at the end of the day. Discussions around pupil progress take place at the termly Parents' Evening and you will also be sent an annual report.

Parents/Carers and Class Dojo Rules:

- You must agree to follow the Parent/Carer User Agreement Form via sQuid before using Class Dojo.
- Teachers will only respond to messages from parents/carers **during their working hours Monday-Friday**. Outside of these hours, teachers will have their messages set on 'quiet time' in order to maintain their well-being, as well as ensuring they have a work-life balance.
- Parents/carers should be aware that teachers will not necessarily respond to messages straight away but will endeavour to do so within 48 hours, during working days only. They may also not read a message until the end of the day, due to their teaching commitments.
- The following matters should always go through the School Office and will not be responded to by teachers:
 - **Urgent messages (e.g. collection of children)**
 - **Absence (such as medical appointments)**
 - **Sickness**
 - **School dinner enquiries**
 - **Complaints**
- Parents/carers should not share photographs, messages or work samples published on Class Dojo on their personal social media accounts due to a breach of privacy. Parents/carers who share private or confidential material or information may be removed from Class Dojo.. ***What is posted in Dojo stays in Dojo. Breaching this requirement will lead to account suspension – the final decision to suspend an account sits with the Headteacher.***
- Parents/carers will recognise that Class Dojo is a means to share positive understandings of classroom and whole school learning. It should not be used to compare students work samples, digital recordings or photographs.
- Parents/carers will understand that the number of posts will not be consistent from week-to-week and will be dependent on events that are happening in school. The number and content of posts may also differ across year groups. ClassDojo is particularly used in our younger year groups.

Finally – In order for ClassDojo to be effective - parents/carers are requested to be polite and respectful when messaging teachers. Any parent/carer who does not use the messaging system correctly will be given one warning before being taken off Class Dojo.

Senior Leaders will contact any parent/carer who misuses and fails to adhere to the Class Dojo Policy.

