

Berlesduna Parental Behaviour Policy Guidance

At The Willows Primary School we are very fortunate to have a parent body which is supportive and friendly. We recognise that the success of the school is dependent on a strong partnership between all members of the school community: pupils, parents, staff and the Trust. This partnership must be based on a polite, positive and respectful relationship. For this reason, we continue to welcome and encourage parents/carers to participate fully in the life of our school.

Any reference in this policy to a “parent”, includes any parent, guardian, carer or other individual with “parental responsibility” (as defined in the Children Act 1989) for a pupil of The Willows Primary School.

The purpose of this policy is to provide a reminder about the expected conduct from our parents and visitors. We ask that all members of the school community follow these principles:

- We all respect the caring ethos of our school.
- Both parents and staff need to work together for the benefit of the pupils.
- All members of the school community should be treated with respect and, therefore, we must all set a good example in our own speech and behaviour.

In this context, threatening, violent or abusive behaviour, against any members of our school community, is unacceptable and will not be tolerated. All members of our community have a right to expect the school to be a safe place in which to work and learn. Where the behaviour of parents or visitors falls below expected standards, the school will take appropriate action.

Parent and visitor conduct

Parents are asked to communicate with each other and with other children, as well as all members of staff in a respectful and courteous manner; a manner in which they themselves would wish to be addressed.

Behavioural Incidents

In order to support a peaceful and safe school environment, the school cannot accept parents or visitors exhibiting the following:

- Conduct which undermines the safe and calm environment in school, either in the school office, classroom, around the school site, immediately outside the school or anywhere the school is being represented (sports and educational fixtures/school journey/day trips etc.)
- Using loud or offensive language, such as swearing.
- Displaying an unacceptable amount of anger and aggression.
- Threatening physical violence to a member of the school community.
- Damaging school or personal property.
- Abusive telephone calls, emails, letters or other forms of written communication.



- Defamatory comments about school staff, proprietors or other parents on social media sites.
- Sexual abuse.
- Racial abuse.
- The use of physical aggression towards another adult or child. This includes physical punishment of one's own child.
- Approaching someone else's child in order to chastise them.
- Entering the school premises without authorisation.

Any example of such behaviour shall, for the purposes of this policy, constitute a "Behavioural Incident". If any such incidents are reported by a parent to the school, but haven't been witnessed by a member of staff, evidence will be required to substantiate these claims.

Aggressive Behaviour Incident Procedures

If an incident arises, a member of staff should:

- If the parent or visitor, ask the person to leave.
- Seek assistance from a colleague or senior member of staff.
- In the event of serious violence or aggressive behaviour, contact the Police using 999.

At any stage, the school may report serious incidents of abusive and threatening behaviour to the Police. The school has a responsibility to ensure that any act of actual or threatened violence is referred to the Police immediately.

After a Behaviour Incident

Any Behavioural Incident will be reported to the Headteacher.

The person or people who witnessed the incident should write up contact sheets as soon as possible after the incident. Contact sheets must be signed and dated.

The Headteacher will advise the Chair of Governors of the incident and discuss actions taken and any further actions which may need to be taken.

Consideration will be given as to whether the person(s) should be verbally warned, receive a warning letter or banned. If a letter is thought necessary, then the appropriate warning / banning letter will be sent to the parent/adult involved. *(See model letters 1 and 2)* This letter will be sent home with the eldest child attending the school and a copy will also be posted to the home address held on the school's records.

Should it be necessary to renew the ban after the initial period, the Headteacher will explain why this has been done. The Headteacher will review the ban at the end of that given period.

If this happens the Headteacher will write to the parent/adult informing him/her of the decision to extend the ban or not to renew it after the initial period has lapsed. *(See model letters 3 and 4)*.



Before a ban is implemented, a parent/adult should ideally be given the chance to make representations as to why they should not be banned from the premises; this may not always be possible as the behaviour may mean that the ban must take effect immediately. In such cases, the immediate ban should be for a relatively short period (three weeks or less), during which period the parent/adult can make representations before the ban is confirmed and extended.

Legal Position

Any parent who has been banned from school premises has a general right to seek an appointment to speak to school staff in relation to their child's welfare or educational progress. This will be arranged by an appointment being made at the school office for an agreed meeting time.

Safe and effective arrangements will be put in place for delivery and collection of children to and from school where a parent or parents have been banned from school premises. These arrangements will be made on an individual basis as and when required.

Inappropriate Use of Social Media Sites

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Headteachers, school staff, the Trust and in some cases other parents/pupils.

The Senior Leadership Team of The Willows Primary School 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 Head or Deputy, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent 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 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.



Model Letter 1

Warning letter from Head Teacher/Governing Body

Dear

Re: Your conduct on school premises on (*insert date*)

I refer to the incident that took place on school premises today (*or insert relevant day*) when you (***insert details of the incident***).

If the Head Teacher did not witness the incident they may wish to use the following text: I have considered the witness accounts of the incident, (***if relevant: including your own***), and it would appear (***insert details of incident***).

Your behaviour falls short of the standard of conduct expected of those visiting the school. I must therefore warn you that if you are involved in a similar incident again, you will leave me with no alternative other than to ban you from coming onto the school site without my written permission.

I do hope that this will not be necessary and that I can rely on your cooperation in this matter.

Yours sincerely

Head Teacher



Model Letter 2

Ban from school premises for one week (or so) whilst obtaining the parent's account and views from Head Teacher/Governing Body

Dear

Your conduct on school premises on (*insert date*)

I refer to the incident that took place on school premises today (*or insert relevant day*) when you (*insert details of the incident*).

If the Headteacher did not witness the incident, the following text may be used: I have considered the witness accounts of the incident, (*if relevant: including your own*), and it would appear (*insert details of incident*).

Your behaviour falls short of the standard of conduct expected of those visiting the school. (*Omit if this is a first incident – As you will remember, I have previously warned you about your behaviour when I wrote to you on (date)*). I have considered the matter very carefully and have decided that you should not be allowed on to the school premises from now until (*insert date*). During that time I will review the situation. Before I make a final decision you may, if you wish, write to me to give me any further information you want me to take into consideration. You have until (*insert date*) to write to me.

If you need to speak to me or a member of staff about any matter, please telephone the school. I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely
Head Teacher



Model Letter 3

***Ban from school premises for specified period from Head Teacher/
Governing Body***

Dear

Your conduct on school premises (*insert date*)

I refer to the incident that took place on school premises on (*insert relevant day*) when you (*insert details of the incident*).

In my letter dated (*insert date*), I referred to my intention to ban you from the premises and I invited you to make representations to me about this.

Delete this if no contact has been received from the parent (*I have considered the points you have made to me and*) I have decided to proceed with the ban for a period of (*insert number of weeks or an indefinite period*), until (*insert date*), after which the ban will be reviewed by the Chair of Governors and myself. I will write to you again when this review is going to take place so that you may make written representations, which we will take into account. When we have made our decision, I shall write to you to inform you of it together with our reasons.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely
Head Teacher



Model Letter 4

Lifting a ban from school premises from Head Teacher/Governing Body

Dear

Your conduct on school premises on (*insert date*)

On (*insert date*) I wrote to you informing you that I had temporarily withdrawn permission for you to come onto the school premises. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by (*insert date*).

I have not received a written response from you/I have now received a letter from you dated (*insert date*), the contents of which I have noted. (*delete either sentence as appropriate*).

(However) in the circumstances, (*insert detail*) I have decided to restore to you the permission to come onto the school premises, with immediate effect.

Nevertheless, I remain very concerned at the incident which occurred on (*insert date*), and I must warn you that if there is any repetition of your behaviour on that occasion (or any other abusive or threatening behavioural incident), I shall not hesitate to withdraw permission for you to come onto the premises again.

Yours sincerely
Head Teacher

