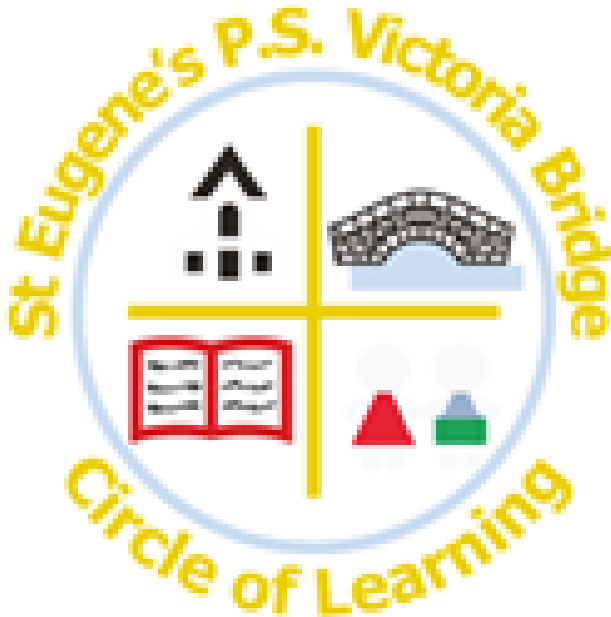


Code of Conduct for those with Parental Responsibility at St Eugene's Primary School, Victoria Bridge, Strabane.



At St Eugene's Primary School, we are extremely fortunate to have friendly and co-operative parents and carers who fully support our school. Our parents and carers recognise that educating children effectively is a process that involves a strong partnership between parents, staff, and the wider school community. We welcome and encourage parents/carers to participate fully in the life of our school.

This code of conduct reminds all those with parental responsibility about the expected conduct. This is so we can continue to fulfil our vision to enable our children to aspire for excellence, enjoy learning, achieve success and ultimately be happy in school.

**We also ask that the following guidelines are followed when on school premises:**

- Respect our school ethos whenever on school premises or communicating with the school.
- Understand that school staff and parents need to work together for the benefit of our children.
- Demonstrate that all members of the school community should be treated with tolerance and respect and therefore set a good example in speech, conduct and behaviour.
- Seek to clarify a child's version of events with the school's view in order to resolve an issue.
- Address own child's behaviour especially where it could lead to conflict or unsafe behaviour.

**In order to support a peaceful and safe school environment the school cannot tolerate parents or carers:**

- Disturbing school staff and trying to speak to them whilst they are supervising children.
- Breaching school security procedures, e.g., entering any parts of school without permission.
- Displaying aggressive or disruptive behaviour of any kind which interferes with or threatens to interfere with our school.
- Using loud or offensive language.
- Threatening any school staff, governor, visitor, fellow parent/carers, or pupil.
- Damaging or destroying school property.
- Using physical aggression towards any adult or child.
- Smoking or consuming alcohol or other drugs whilst on school property.
- Approaching someone else's child in order to discuss the actions of this child towards their own.

**Should a parent/carer wish to speak to a member of staff, the following procedure should be followed:**

1. Contact the school office and leave a message with Mrs Gallagher for your child's teacher to contact you back. A brief reason should be provided at this point so that the teacher can understand the urgency of the request for contact (please note that an urgent call is when the matter is in relation to a legitimate safeguarding concern).
2. Alternatively, a short/brief message can be sent to the teacher via the seesaw app asking for a return phone call. **Please do be mindful that teachers are in class from 9.15 until 3.15 and are not always able to respond to messages during this time. Messages will only be read during working hours and parents/carers should avoid messaging teachers in the evenings or at weekends.**
3. It is only appropriate to speak to your child's teacher about concerns or incidents. Parents and carers should not message or approach assistants/supervisors or attempt to arrange meetings with them. All contact should be through your child's teacher.
4. Contact should always be arranged with your child's teacher in the first instance, these are the adults who know your child best and who can best answer queries and deal with concerns.
5. If the event that an issue is unresolved a parent/carer may then wish to speak to Miss Gormley, the Principal. Parents and carers should be reminded that Miss Gormley is a Teaching Principal and is in class and unable to come to the telephone throughout the school day. To speak with Miss Gormley step 1 above should be followed.

**It is not acceptable for parents/carers to:**

- Wait for members of staff in the car park or approach them when exiting/entering their vehicles about concerns, incidents or updates involving their child/children. **We want our staff to be fully ready to meet the needs of the children in their care and this type of behaviour can be intimidating and distressing for staff. All staff members are entitled to enter and leave their workplace feeling safe.**
- Arrive at the school and expect to get speaking to a teacher or the Principal without an appointment, unless there is an urgent, legitimate, safeguarding concern about a child.
- Approach staff outside of school about any matters that have happened within school.

- Send long emails or seesaw messages to teachers. Contact via these platforms should be short, for example to report a child's absence or ask for a return call. **Contact should never be threatening or demanding.**
- Find and contact staff via personal social media channels.
- Address concerns at the school gates, this is not a confidential space and there are always other parents/carers and children around. Instead step 1 in the procedure should be followed.

**Should any of the above behaviour occur, staff will give one reminder about conduct which may be followed by ending the communication and escalating the situation to Miss Gormley, the Principal.**

**If inappropriate conduct takes place on digital platforms, the school may remove the parent/carer's access.**

**Miss Gormley will remind parents/carers of the parent/carer code of conduct.**

***Should there be inappropriate conduct towards Miss Gormley, the contact may be brought to an end and if necessary escalated to the Board of Governors.***

***In situations where inappropriate contact/conduct continues, the Board of Governors may contact the appropriate authorities to take further action which could result in writing to the parent/ carer to advise them that they are no longer permitted on the school grounds. Parents/carers who find themselves in this situation will have to make alternative arrangements for dropping off/collecting their child/children.***

#### **Inappropriate use of Social Media:**

- Social Media is increasingly being used to inappropriately deal with complaints about schools or to publicly campaign or bring an issue to the attention of the public. Any defamatory, offensive, derogatory comments or cyber bullying regarding St Eugene's Primary School or any of the pupils/parent/staff at our school on Facebook or other social sites will be taken very seriously. It will be expected that any comments deemed inappropriate are removed immediately, otherwise the school will have no option other than to seek legal advice.

***We trust that all parents and carers will assist our school with the implementation of this Code of Conduct, and we thank you for your continuing support of our school.***

*Please also see our complaints policy for any further information.*