

Parent code of conduct

Woodfield School



Approved by: Full Governing Board

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1. Purpose and scope

Woodfield School is proud to be part of a supportive and respectful community where staff, governors, parents and carers work together to support pupils' learning, wellbeing and development.

We recognise that educating children is most effective when there is a strong partnership between home and school. We therefore welcome and encourage parents to participate fully in school life and are committed to maintaining a safe, inclusive and respectful environment for everyone.

If a parent has a concern, we will listen carefully and seek to resolve matters promptly and appropriately.

At Woodfield School, we believe it is important to:

- work collaboratively to support pupils' learning and wellbeing
- foster a safe, respectful and inclusive environment for pupils, staff and families
- model positive and respectful behaviour at all times

To support this, we set clear expectations for behaviour across our school community. This includes staff (through the Staff Code of Conduct), pupils (through the Behaviour Policy) and parents through this Code of Conduct.

For the purposes of this policy, the term "parents" refers to:

- anyone with parental responsibility for a pupil
- anyone caring for a child, such as grandparents or childminders

2. Our expectations of parents and carers

In addition to following the guidance set out in our Home–School Agreements, we expect parents, carers and visitors to:

- Respect the ethos, vision and values of the school
- Work in partnership with staff in the best interests of all pupils
- Recognise that effective outcomes for pupils are achieved through positive collaboration between home and school
- Treat all members of the school community with courtesy and respect, setting a positive example through speech and behaviour
- Support children and young people to behave safely and appropriately, particularly in situations where behaviour could lead to conflict, aggression or unsafe conduct
- Seek to resolve concerns and disagreements calmly and respectfully

- Work with the school to clarify and understand concerns or differing accounts of events in order to reach a positive and peaceful resolution
- Raise concerns with the appropriate member of staff at the earliest opportunity so that issues can be addressed promptly and effectively

3. What parents and Carers can expect from us

All staff are role models, are in a unique position of influence and must adhere to behaviour that sets a good example to all pupils.

All staff are expected to familiarise themselves and comply with all school policies and procedures.

Staff must not undermine fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

All staff set examples of behaviour and conduct which can be copied by pupils. Therefore, all staff must:

- avoid using inappropriate or offensive language at all times.
- demonstrate high standards of conduct to encourage our pupils to do the same
- avoid putting themselves at risk of allegations of abusive or unprofessional conduct.

Staff have a duty to have regard to Keeping Children Safe in Education throughout their employment and abide by the duties placed upon them within this.

Staff should treat pupils with respect and dignity and must not demean or undermine pupils, their parents or carers, or colleagues.

Staff must take care of pupils under their supervision with the aim of ensuring their safety and welfare.

We expect all members of our school community to behave in a reasonable way but sadly, there are occasions, albeit rarely, when behaviour by parents, carers and visitors to the school is considered unacceptable. This policy outlines the steps that will be taken in those circumstances.

4. Behaviour that will not be tolerated

To help maintain a safe, respectful and positive school environment, the school will not tolerate behaviour from parents, carers or visitors that includes:

- Disruptive, abusive or disorderly behaviour which interferes with, or threatens to interfere with, the operation of the school, its activities or events
- Shouting, swearing, offensive or intimidating language, aggressive behaviour or inappropriate gestures towards members of the school community
- Threatening, intimidating or physically aggressive behaviour towards pupils, staff, parents, carers or visitors
- Physical punishment of a child whilst on school premises or during school activities

- Approaching, disciplining or confronting another person's child; concerns regarding pupil behaviour should be raised with school staff
- Sending abusive, offensive or threatening communications, including by email, telephone, text message or social media
- Posting defamatory, offensive or derogatory comments online about the school, its staff, pupils or wider community
- Damaging or destroying school property
- Smoking, vaping, consuming alcohol (unless authorised at a specific event), or possessing or using illegal drugs or other prohibited substances on school premises
- Bringing dogs onto the school site, other than registered assistance dogs
- Any inappropriate physical contact with a member of the school community
- Any conduct which compromises the safety, wellbeing or reputation of the school community

5. 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 Hertfordshire County Councils Legal team – The education Legal Helpline 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.

6. Steps that will be taken if an incident occurs

STEP 1: VERBAL WARNING

The Headteacher (or member of SLT) will speak to the person or persons perpetrating such an incident, privately. It will be explained that such behaviour is unacceptable, and an assurance will be sought that such an incident will not be repeated. If staff experience abusive or threatening telephone calls, they will cease the conversation immediately. If staff experience abusive or threatening behaviour from families when collecting or dropping pupils off at their homes, they will leave the home immediately with the child in the care of their family.

It will be stressed on these occasions that repetition of such an incident will result in further, more serious action being taken. If the Headteacher has been subject to abuse the Chair of Governors (or another appointed governor) will do this.

STEP 2: WRITTEN WARNING

If a second incident occurs involving the same person or persons, the Headteacher will write to the adult(s) informing them once again that this conduct is unacceptable. As for Step 1, if the Headteacher has been subject to abuse this will be conducted by the Chair or Governors or another appointed governor.

STEP 3: FINAL WRITTEN WARNING

If a third incident occurs involving the same person or persons, the Headteacher, Chair of Governors or other appointed independent governor, will write to the adult(s) giving a final warning that this abusive and threatening behaviour is unacceptable, and that a repetition of this conduct will leave the governors no option but to take further action.

STEP 4: EXCLUSION FROM SCHOOL PREMISES

If such an incident recurs or if an initial incident is considered serious enough, the Chair of Governors (or other appointed governor) would enforce an exclusion from school premises.

STEP 5: REMOVAL BY POLICE

If, following a decision to exclude a person from the school premises, that person persists in entering school premises, they may be removed by the police as a trespasser under Section 547 of the Education Act 1996 and charged with an offence under the Public Order Act 1986.

Any incidents of violent conduct would immediately proceed to step 5. Any act of actual or threatened violence will be referred to the police immediately.

All parents/carers, even if excluded from school premises, are not excluded from their rights to seek an appointment or to speak to school staff about their child's educational progress.