



## Guidance for Parents Policy

<b>Coordinator</b>	Anna Feltham
<b>Review Frequency</b>	Annually
<b>Policy First Issued</b>	July 2023
<b>Last Reviewed</b>	N/A
<b>Date policy considered by External HR Consultant</b>	N/A
<b>Date policy considered by External Solicitor</b>	N/A
<b>Agreed by LT on</b>	4 <sup>th</sup> July 2023
<b>Does this policy need to be agreed by Trustees? If yes, which committee?</b>	No N/A
<b>Agreed by Trustees on</b>	N/A
<b>This policy is communicated by the following means:</b>	
<b>Trustees</b>	Trustees consultation by e-mail when policy agreed
<b>Staff</b>	Policy folders on SharePoint.
<b>Parents</b>	Academy website and Parent Information Meetings
<b>Students</b>	Academy website and Parent Information Meetings

### Contents

1. Purpose and scope .....	2
2. Our expectations of parents.....	2
3. Behaviour that will not be tolerated.....	2
4. Breaching the code of conduct .....	3



## 1. Purpose and scope

At Clapton Girls' Academy, we believe it is important to:

- Work in partnership with parents to support their child's learning.
- Create a safe, respectful and inclusive environment for students, staff and parents.

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 students (through our behaviour policy).

This Guidance for Parents policy aims to help the academy work with parents by setting clear expectations on appropriate behaviour.

We use the term 'parent' to refer to:

- Parents and carers.
- Anyone with parental responsibility for students

We use the term 'academy community' to refer to everyone involved in ensuring the success of students at CGA, including students, parents, teaching staff, support staff, volunteers, trustees and visitors.

## 2. Our expectations of parents

We expect parents and other visitors to:

- Respect the ethos, vision and values of Clapton Girls' Academy.
- Work together with staff in the best interests of our students.
- Model appropriate behaviour and our CAIR values (Compassion, Ambition, Integrity and Resilience) for our students at all times.
- Treat all members of the academy community with respect – through all your interactions with the academy (including your words and your actions).
- Seek a peaceful solution to all issues.
- Approach the agreed member of school staff to help resolve any issues of concern.

## 3. Behaviour that will not be tolerated

- Swearing, or using offensive language.
- Displaying a temper, or shouting at members of staff, students or other parents.
- Threatening another member of the academy community.
- Sending abusive messages to another member of the academy community, including via text, email or social media.
- Posting defamatory, offensive or derogatory comments about the academy, its staff or any member of its community, on social media platforms.
- Any intimidating behaviour (including physically, verbally or in writing) towards another child or adult.
- Making malicious allegations against staff in person, over the phone or in writing.

The academy reserves the right to advise staff to end phone calls or meetings where there are concerns regarding the behaviours mentioned above from parents. We have a duty of care to our staff and their wellbeing.



#### **4. Breaching the code of conduct**

If the academy suspects, or becomes aware, that a parent has breached the code of conduct, the academy will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the academy 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, including the police (in cases of criminal behaviour)
- Seek advice from our legal team regarding further action (in cases of conduct that may be libellous or slanderous).
- Ban the parent from the academy site.

The academy 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 the board of trustees before banning a parent from the academy site.