

Expected Behaviour of Parents and Visitors Policy



The Cottesloe School

Policy Type:	Non Statutory
Reviewed by:	Mr S Jones (Headteacher), Mrs C Stirk (Policies Governor)
Date:	Spring Term 2025
Approved by:	Strategy Committee April 2025
Last reviewed:	New Policy
Next review:	Spring Term 2026

School Policy: Expected Behaviour of Parents and Visitors

1. Introduction

This policy outlines the expected standards of behaviour for parents and visitors on school premises or during school-related activities. It aims to ensure a safe, respectful, and orderly environment for students, staff, and the entire school community. The school is committed to fostering positive relationships with parents and visitors, and this policy is designed to facilitate that while maintaining the school's core values.

2. Scope

This policy applies to all parents, guardians, carers, family members, and visitors, including but not limited to:

- Parents of current and prospective students
- Volunteers
- Contractors
- Guest speakers
- External agency staff
- Any other person visiting the school site

3. Core Principles

The following principles underpin the expected behaviours outlined in this policy:

- **Respect:** Treat all individuals with courtesy, politeness, and consideration.
- **Safety:** Prioritise the safety and well-being of students, staff, and visitors.
- **Positive Communication:** Communicate constructively and respectfully, seeking to resolve issues through dialogue and collaboration.
- **Professionalism:** Maintain a professional demeanour in all interactions.
- **Confidentiality:** Respect the privacy of students and staff and maintain confidentiality regarding sensitive information.
- **Compliance:** Adhere to all school policies, procedures, and rules.

4. Expected Behaviours

Parents and visitors are expected to:

- **Arrival and Departure:**

- Report to the school office upon arrival and sign in, providing the purpose of their visit.
- Wear any visitor identification provided by the school at all times.
- Sign out at the school office before leaving the premises.
- **Conduct on School Premises:**
 - Behave in a manner that is respectful and considerate of others.
 - Supervise their children (where applicable) while on school premises, outside of designated school event times.
 - Use designated areas, such as the school reception or meeting rooms.
 - Refrain from entering classrooms or other instructional areas without permission from a staff member.
 - Respect school property and avoid any actions that may cause damage.
 - Dress appropriately for a school environment.
- **Communication:**
 - Communicate with school staff through appropriate channels, such as scheduled meetings, telephone calls, or email.
 - Avoid approaching staff during class time, unless it is an emergency.
 - Respond to communication from the school in a timely and constructive manner.
 - Use respectful language in all forms of communication, including verbal, written, and electronic.
- **Meetings and Events:**
 - Attend scheduled meetings and appointments punctually.
 - Participate in meetings in a constructive and respectful manner.
 - Adhere to any guidelines or instructions provided for school events.
- **General Expectations:**
 - Comply with the school's policies on mobile phone and electronic device usage.
 - Refrain from smoking, consuming alcohol, or using illegal substances on school premises.
 - Not bring animals onto the school site, with the exception of assistance dogs.
 - Adhere to the school's parking regulations.
 - Respect the cultural diversity of the school community and avoid any discriminatory language or behaviour.
 - Ensure that any items brought onto the school premises are safe and

appropriate for a school environment. This includes things like sports equipment.

5. Unacceptable Behaviours

The following behaviours are considered unacceptable and will not be tolerated:

- Any form of verbal abuse, threats, or intimidation towards staff, students, or other parents/visitors.
- Physical aggression or violence.
- Disruptive behaviour that interferes with the operation of the school or the learning environment.
- Damage to school property.
- Harassment, discrimination, or bullying.
- Breaches of confidentiality.
- Failure to follow reasonable instructions from school staff.
- Bringing prohibited items, such as weapons, onto school premises.
- Inappropriate use of social media that involves the school, its staff, or students. This includes defamatory comments.
- Recording of staff or students without explicit permission.

6. Addressing Concerns and Complaints

- Parents and visitors are encouraged to raise any concerns or complaints through the school's official complaints procedure. This can be found on the school's [website](#).
- The school will investigate all complaints fairly and impartially.
- Direct communication with the relevant staff member is encouraged in the first instance to resolve issues quickly.

7. Consequences of Unacceptable Behaviour

The school reserves the right to take appropriate action in response to unacceptable behaviour, which may include:

- Verbal warning
- Written warning
- Request to leave the school premises
- Temporary or permanent ban from school premises
- Reporting the incident to the police
- Any other action deemed necessary by the school to ensure the safety

and well-being of the school community

8. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in legislation, best practice, or school needs.

9. Communication of the Policy

This policy will be communicated to parents and visitors through the following channels:

- School website
- School newsletters
- School handbook
- Display in the school reception area
- Parent/carer meetings