



**Cottingley
Village**

Primary School

Headteacher: Kirsty Hutchinson

CEO: Mr Duncan Jacques CBE

office@cottingleyvillageacademy.co.uk
www.cottingleyvillageacademy.org.uk

4th October 2024

Dear Parents and Carers,

We would like to ensure that your visit to Cottingley Village Primary School is a pleasant one for us all. Please read the attached parent and visitor code of conduct to ensure that we can all support each other and create a friendly and warm environment for everyone.

Yours sincerely

Kirsty Hutchinson



**Cottingley
Village**

Primary School

Headteacher: Kirsty Hutchinson

CEO: Mr Duncan Jacques CBE

office@cottingleyvillageacademy.co.uk

www.cottingleyvillageacademy.org.uk



**Cottingley
Village**

Primary School

**Cottingley Village Primary School
Code of Conduct:
Parents/Carers and Other Visitors to
School**



Phone: 01274 567545

Cottingley Moor Road, Bingley, West Yorkshire, BD16 1SY





Rationale

At Cottingley Village Primary School we are very fortunate to have supportive and friendly Parents & Carers. We all recognise that educating children is a process that involves partnership between the home and school and understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons, we continually welcome and encourage Parents & Carers to participate fully in the life of our school.

To create the best outcomes for children they need the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect. The maintenance of this relationship is important to ensure that a child or children are safe (please read our child protection & safeguarding policy) and not open to undue distress and anxiety.

Respect and concern for Others and their rights

We expect Parents/Carers and visitors to show respect and concern for others by: -

- Supporting the respectful ethos of our school by setting a good example in their own speech and behaviour towards all members of the school community;
- Understanding that both teachers and parents need to work together for the benefit of their children.
- Approaching school staff for help to resolve an issue in an appropriate manner.
- Treating all members of the school community with respect by using appropriate language and behaviour.
- Working together with staff for the benefit of children. This includes approaching the school to resolve any issues of concern, seek to clarify a child's version of events with the school's view and to discuss and clarify specific events to bring about a positive and peaceful solution;
- Respecting the school environment, including keeping the school tidy by not littering or spitting.
- Respecting staff, parents and children when dropping off/collecting your child from the designated points.
- Respecting staff when delivering and collecting children outside of normal drop off/collection times via the main school entrance.
- Visitors and parents are welcome to visit school, however, in the safety of all concerned appointments must be made via the school office.
- Respecting each other's privacy and not gossiping or spreading rumours.



To support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following:

- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff, at the school on Facebook or other 'Social Network' sites. (See Appendix 1).
- Disruptive behaviour which interferes or threatens to interfere with any of the school's operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening harm or the use of physical or verbal aggression towards another adult or child. This includes approaching someone else's child to discuss or chastise them and physical punishment against your own child on school premises;
- Damaging or destroying school property.
- Smoking (including electronic cigarettes and 'Vaping'), taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events).
- Dogs being brought on to school premises (other than Guide / Assistance dogs). Unless authorised for school activity.

Should **any** of the above occur the school will take necessary steps listed below and/or consider banning the offending adult from entering the school premises.

The following steps will be taken:

- Discussion with Headteacher to rectify behaviour
- Letter from the Headteacher or Chair of Governors to ask visitor/parent to rectify behaviour.
- Letter from the trust CEO to request visitor/parent rectify behaviour.
- Potential ban from the premises.

The steps listed above may be missed if the behaviour is deemed serious enough.

Thank you for abiding by this policy in our school. Together we create a positive and uplifting environment not only for the children but also all who work and visit our school.

Note: Can parents please ensure they make all persons responsible for dropping off/collecting their children aware of this policy



APPENDIX 1

Inappropriate use of Social Media / Networks

Social media / networks are being used increasingly to fuel campaigns and complaints against schools, Head teachers, school staff, and in some cases, other parents or pupils.

The Department for Education/Government and Governors of Cottingley Village Primary School considers the use of Social media / networks being used in this way as unacceptable. Any concerns you may have about the school or your child/children must be made through the appropriate channels by speaking to the class teacher, the Head teacher or the Chair of Governors, where they will be dealt with fairly, appropriately and effectively for all concerned.

Libellous or Defamatory posts --- If any pupil or parent/carer of a child/children at Cottingley Village Primary is found to be posting libellous or defamatory comments on Facebook and/or other Social media / networks, they will be reported to the appropriate 'report abuse' section of the media / network site. All Social media / networks 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/carer or pupil removes such comments immediately.

Cyber Bullying – we take very seriously the use of cyber bullying by one child or a parent /carer to publicly humiliate another by inappropriate use of Social media / networks. **We will take and deal with this as a serious incident of school bullying.**

The school will also consider its **legal options** to deal with any such misuse on Social media / networks and other sites.