



# Park Primary School

## Code of Conduct for Adults on School Premises

At Park Primary School we aim to develop home-school partnership through an ethos of openness and harmony, where staff and parents/carers model socially acceptable behaviour for pupils. The Governors and staff of the school request that all adults, whilst on school premises, follow the Code of Conduct below.

### When visiting the school you must:

1. Report to the school office in the first instance except when bringing or collecting children for school and refrain from using the internal spaces as a thoroughfare.
2. Refrain from shouting or using foul or aggressive language at any time. Staff may respond to such behaviour by offering another opportunity to meet and then remove themselves from the situation. We expect adults to approach staff, including office staff, in a calm and polite manner. Adults who are in breach of this will be asked to leave the premises.
3. Refrain from aggressive or threatening behaviour (verbal or physical abuse).
4. Adhere to the LA's and the school's Equal Opportunities Policy (which promotes good relations).
5. Follow the correct procedure for complaints in all instances (as set out in the Prospectus). Do not confront pupils or parents if you have a cause for complaint, but report to a member of staff immediately.
6. No adult should communicate with pupils through the fence.
7. Adults should refrain from 'telling off' other people's children.
8. Control and supervise children who are in your company (adults will be held responsible for damage caused by their children).
9. Ensure that your children follow to the rules of the school.
10. Never remove a child from the premises during the school day without the permission of the Head Teacher/Senior/Office staff and always sign the children in/out.
11. Follow the rule which states that dogs are not allowed on the school premises.
12. Children may cycle to school (supervised) and keep their bikes in the bicycle shed.
13. Not smoke on the premises or near the gates of the school.
14. Not spit on the school premises.
15. Not drop litter on the school premises or on the street surrounding the school.
16. Not engage classroom staff in conversation during lesson time (includes registration time from 8.55am), but ask for an appointment instead.

### ADDITIONALLY:

17. Parents are not permitted to park on yellow lines outside the school.
18. Please keep your contact information up to date with the school office.

**If adults break the above rules or deliberately oppose them then this may result in that person having restricted access to the school or a complete ban from the school.**

**Adults behaving aggressively may be asked to leave and offered an appointment to discuss their concerns. Racist incidents are reported to the local authority whether they involve children or adults. In extreme circumstances, the police will be called to evict an aggressive adult from the school.**

The school hopes that parents and other adults visiting the premises will support staff in encouraging good behaviour, politeness and good manners in the children equipping them with good social skills for life.