



**The Orchards
School**

A PLACE TO FLOURISH AND GROW

Parent Code of Conduct

Approved by:	Governing Body	Date: 1.2.23
Last reviewed on:	February 2023	
Next review due by:	February 2025	

Contents

1. Purpose and scope	3
2. Our expectations of parents and carers	3
3. Behaviour that will not be tolerated	3
4. Breaching the code of conduct	4
Appendix 1: Lines of Communication/Enquiries	Error! Bookmark not defined.
Appendix 2: Using the Drop & Go and Walking Bus.....	6

1. Purpose and scope

At The Orchards School we believe it's important to:

- Work in partnership with parents to support their child's learning.
- Create a safe, respectful and inclusive environment for pupils, staff and parents.
- Model appropriate behaviour for our pupils at all times.

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 pupils (through our behaviour policy).

This code of conduct aims to help the school work together with parents by setting guidelines on appropriate behaviour.

We use the term 'parents' to refer to:

- Anyone with parental responsibility for a pupil.
- Anyone caring for a child (such as grandparents or child-minders).

2. Our expectations of parents and carers

We expect parents, carers and other visitors to:

- Respect the ethos, vision and values of our school.
- Work together with staff in the best interests of our pupils.
- Treat all members of the school community with respect – setting a good example with speech and behaviour both on and offsite.
- Seek a peaceful solution to all issues.
- Correct their own child's behaviour (or those in their care), particularly in public, where it could lead to conflict, aggression or unsafe conduct.
- Approach the right member of school staff to help resolve any issues of concern (See Appendix 1)

3. Behaviour that will not be tolerated

- Disrupting or threatening to disrupt school operations (including events on the school grounds and sports team matches).
- Swearing or using offensive language.
- Displaying a temper, or shouting at members of staff, pupils or other parents.
- Threatening another member of the school community.
- Sending abusive messages to another member of the school community, including via text, email or social media both through professional or personal accounts.
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms.
- Use of physical punishment against your child.

- Any aggressive behaviour (including verbally or in writing) towards another child or adult.
- Disciplining another person's child – please bring any behaviour incidents to a member of staff's attention.
- Smoking or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event).
- Possessing or taking drugs (including legal highs).
- Bringing dogs onto the school premises (other than guide dogs).
- Children and adults riding scooters or bicycles on site (for those who use these to travel to school, please disembark once on school property for the safety of all).
- Parents or carers driving or parking in a manner deemed unsafe to pedestrians and other drivers. (See Appendix 2)

4. 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 the Black Pear Trust's legal team 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 CEO and Chair of Governors before banning a parent from the school site.

APPENDIX 1

Lines of Communication/Enquiries

Please use this chart to assist you in your enquiries:

	Initial Contact	Second Contact	Third Contact	Fourth Contact	Fifth Contact
Learning Enquiry	Class Teacher	Phase Leader: <ul style="list-style-type: none"> EYFS: Mrs Yates Year 1&2: Mrs Breakwell Year 2&4: Mrs Richardson 	Deputy Headteacher Mrs Williams	Headteacher Mrs Rumney	Chair of Governors Mrs Joiner <i>via school office</i>
Administrative Queries	Office Administrator	Office Manager Ms Overgaard	Deputy Headteacher Mrs Williams	Headteacher Mrs Rumney	Chair of Governors Mrs Joiner <i>via school office</i>
Wellbeing Queries	Home/School Link Diary	<ul style="list-style-type: none"> Class teacher Staff on duty at pupil entrances 	Phase Leader: <ul style="list-style-type: none"> EYFS: Mrs Yates Year 1&2: Mrs Breakwell Year 2&4: Mrs Richardson 	Deputy Headteacher Ms Williams	Headteacher Mrs Rumney
Special Needs Queries	Class Teacher	SENDCo Ms Williams	Deputy Headteacher Mrs Williams	Headteacher Mrs Rumney	
Queries relating to staff	Deputy Headteacher Ms Williams	Headteacher Mrs Rumney	CEO Miss Pritchard <i>via school office or Black Pear Trust</i>	Chair of Governors Mrs Joiner <i>via school office</i>	

USEFUL CONTACT DETAILS

The Orchards School
Perryfields Road,
Bromsgrove, B61 8QN

T: 01527 872271
E: office@theorchardsschool.org

SENDCo: sendco@theorchardsschool.org

Headteacher: head@theorchardsschool.org

The Chair of Governors may be contacted via the school office.

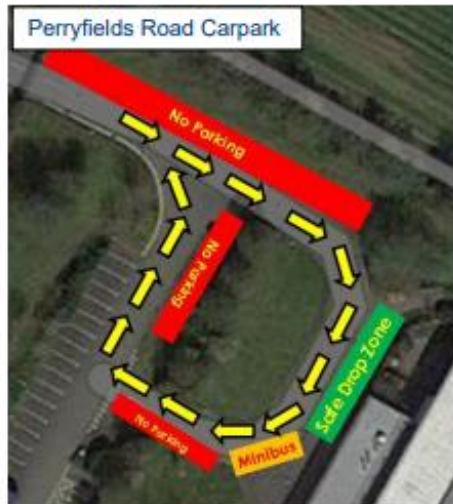
Black Pear Trust
Hollymount Road
Worcester, WR4 9SG

T: 01905 23159
E: info@blackpeartrust.org

An original copy of this Appendix 1 document is available from the Orchards Office.

APPENDIX 2

Using the Orchards 'Drop and Go' and 'Walking Bus'



Our 'Drop and Go' service is available in the Perryfields Road carpark from 8.45am – 8.55am every morning. Cars using this service do not need to book.

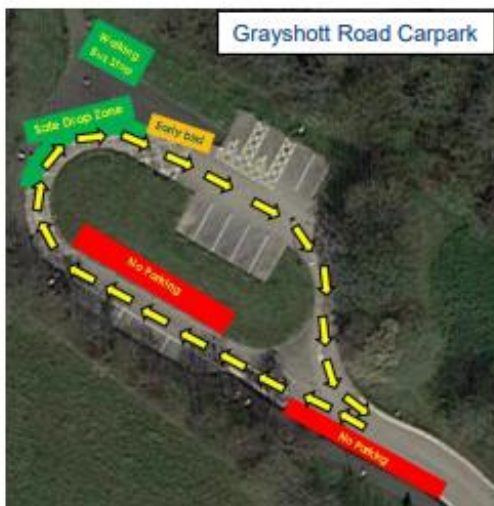
No cars should park at any time on any part of the circuit used in the 'Drop and Go' circuit.

The front section of the 'Drop and Go' circuit is reserved for the use of a mini-bus bringing school children to and from The Orchards. Please keep this area free.

All other cars should drive round the circuit until they reach the Safe Drop Zone, where they must come to a stop. A staff member will assist your child from the car and into school. Drivers should remain in their cars and once the children have safely alighted, re-join the flow of traffic.

Please do not jump the queue, it will move at a safe and steady pace, if everyone follows the rules.

Any parent or carer, from Nursery to Year 4, wishing to get out of their car should not use the 'Drop and Go' circuit, and instead, should park in a designated parking space, where they can then safely leave the car.



Our 'Walking Bus' service is available in the Grayshott Road carpark from 8.45am – 8.55am every morning. Cars using this service do not need to book.

If cars arrive before 8.45am for the 'Walking Bus' circuit, we ask that they pull forward to the 'Earlybird' area, which then enables cars to pass who want to park in a designated parking bay. No driver should leave their car at any time on any part of the circuit used in the 'Walking Bus'.

During active use, a staff member will assist your child from the car to the 'Walking Bus Stop'. Drivers should remain in their cars and once the children have safely alighted, continue to exit the circuit.

Any parent or carer wishing to get out of their car should not use the 'Walking Bus' circuit, and instead, should continue round to park in a designated parking space, where they can then safely leave the car. Depending on your arrival time, this may mean you have to wait briefly in the 'Walking Bus' drop zone, whilst children exit their cars, as there is no space for cars to pass each other. Traffic will move at a regular, safe and steady pace, if everyone follows the rules.

An original copy of this Appendix 2 document is available from the Orchards Office.