

# Llangwydd Junior School



## Parent and Carer Conduct

This policy was agreed by governors and will be reviewed every three years

Date	Review Date	Coordinator	Nominated Governor
February 2026	February 2029	Krista Green	Micky Dixon

## **Our School Community**

At our school, we value positive and respectful relationships between staff, parents, carers and pupils. We believe children learn best when home and school work together in partnership. Everyone has a right to feel safe, welcome and respected while on school premises or when communicating with the school.

We ask parents and carers to share this guidance with anyone who collects or visits school on their behalf.

## **What We Expect from Parents and Carers**

We ask all parents, carers and visitors to:

- Treat staff, pupils and other families with respect.
- Work in partnership with the school for the benefit of all children.
- Speak to staff politely and calmly, even when there is a concern.
- Request to speak to a staff member if an issue arises.
- Understand that staff cannot leave their class to meet on every occasion.
- Follow school policies and support the school's rules with your child.
- Use school systems to raise concerns rather than social media.

## **Unacceptable Behaviour**

The school will not tolerate behaviour that causes distress, alarm or harm, including:

- Aggressive, threatening or abusive language or behaviour.
- Shouting, swearing, intimidation or invading personal space.
- Physical aggression or punishment of any child on school grounds.
- Damage to school property.
- Racist, sexist, homophobic or transphobic comments.
- Approaching or challenging another person's child or parent.
- Abusive or threatening messages (including emails or social media).
- Posting defamatory or harmful comments about the school or staff online.
- Smoking, vaping, alcohol or drugs on school grounds.
- Bringing dogs onto school grounds (except assistance dogs).

## **Social Media**

We ask parents and carers to use social media responsibly. Concerns about the school should be raised directly with staff so they can be dealt with fairly and effectively.

Online posts that are abusive, defamatory or intended to harm others may be reported and could lead to further action.

## **If Concerns Arise**

If you have a concern, please follow the school's complaints policy. Staff are always happy to help, but concerns must be raised through the correct channels.

## **Consequences of Unacceptable Behaviour**

If behaviour is aggressive, threatening or abusive, the school may:

- Ask the person to leave the premises immediately.
- End phone calls or written communication.
- Issue verbal or written warnings.
- Restrict access to the school site.
- Contact the Local Authority, Police or other agencies if needed.

In serious cases, exclusion from the school premises may be enforced to protect pupils, staff and the wider school community.

If any incidents occur, this will be followed up by a letter from the school (see appendices).

Any actions or restrictions will be reviewed regularly by the senior leadership team and the Governing Body.

## **Keeping Everyone Safe**

The school has a legal duty to safeguard children and staff. We will always take action if behaviour places anyone at risk.

Thank you for helping us keep our school a safe, calm and positive place for everyone.

## **Appendix 1**

Dear.....

It has been reported to me that you have demonstrated behaviour that is not in line with the school's Parent and Carer Code of Conduct on [date].

*Delete as appropriate;*

*On this occasion, your behaviour has upset members of our staff team and learners who were present.*

*Or*

*On this occasion, your use of inappropriate and abusive language has upset one of our staff team.  
[Provide a brief summary of the incident and its effect on staff and learners]*

If you are unhappy about any aspect of your child's education, we can arrange to have a meeting at an appropriate time and place.

This letter serves as a written warning, in accordance with our Parent and Carer Code of Conduct. I must inform you that any repetition of such behaviour could lead to an immediate withdrawal of permission for you to enter the school premises / grounds.

A copy of this letter will be added to your child's record.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school office.

Yours sincerely

Headteacher

## **Appendix 2**

Dear

Further to our letter dated [DATE], I have received a further report of unacceptable conduct on (date).

*[Provide a brief summary of the incident and its effect on staff and learners]*

I must inform you that we do not tolerate conduct of this nature and will act to safeguard and protect school staff and learners from further incidents.

If you are unhappy about any aspect of your child's education, you can arrange to have a meeting with me at an appropriate time and place.

This letter serves as a final written warning, in accordance with our Parent and Carer Code of Conduct. I must inform you that any further incidents of unacceptable behaviour will lead to an immediate withdrawal of permission for you to enter the school premises / grounds.

A copy of this letter will be added to your child's record.

Should you wish to discuss the content of this letter, please make an appointment to see me via the school reception.

Yours sincerely

Headteacher

### **Appendix 3**

Dear

Further to our letter dated [DATE], I have received a further report of unacceptable conduct on (date).

[Provide a brief summary of the incident and its effect on staff and learners]

I must inform you that we do not tolerate conduct of this nature and will act to protect and safeguard school staff and learners. I am therefore instructing you that, until I have reviewed this incident and informed you otherwise, you are not to enter the school premises / grounds.

If you do not comply with this instruction, and attend school premises / grounds, we will have no alternative but to contact the police and ask that you be removed as a trespasser on school premises / grounds. If you cause a nuisance or disturbance on the premises / grounds, you may be prosecuted under section 547 of the Education Act 1996. I trust these steps will not be necessary.

Special arrangements can be made for you to meet with the headteacher/ members of the governing body.

The withdrawal of permission for you to enter the school premises / grounds takes effect immediately and will be in place for [insert days] school days in the first instance, subject to any review.

I still need to decide whether it is appropriate to confirm this decision. Before I do, I wish to give you an opportunity to write to me with any comments or observations of your own in relation to the report that I have received. These comments may be to challenge or explain the facts of the incident, to express regret and/or give assurances about your future good conduct.

To enable me to take a decision on this matter, please send me any written comments you wish to make by (date: 10 school days from date of letter). If, on receipt of your comments, I consider that my initial decision should be confirmed, you will be supplied with details of how to pursue a review of your case.

Yours sincerely

Headteacher

#### **Appendix 4**

Dear

On (date) I wrote to inform you that I had withdrawn permission for you to come onto the premises / grounds for a period of [x days]. To enable me to determine whether to extend this period, I gave you the opportunity to give your written comments on the incident concerned by (date).

I have not received a written response from you / I have received a letter from you dated (date), the contents of which I have carefully considered. In the circumstances, and after further consideration of the report, I have determined that the decision to withdraw permission for you to come onto school premises / grounds should be confirmed. I am therefore instructing you that, until further notice, you are not to come onto the premises / grounds of the school without the prior knowledge and approval of the headteacher. If you do not comply with this instruction, I shall have no alternative but to contact the police to have you removed from the premises / grounds of the school. If you cause a nuisance or disturbance on the premises / grounds, you may be prosecuted under Section 547 of the Education Act 1996.

Even though we have taken this decision, the headteacher and staff at the school remain committed to the education of your child(ren), who must continue to attend school as normal.

This decision will be reviewed again on (insert review date which should be a reasonable period and no longer than 6 months). When deciding whether it is necessary to extend the withdrawal of permission to come onto the school premises / grounds, consideration will be given to the extent of your compliance with the decision, any appropriate expression of regret and assurance of future good conduct received from you and, generally, any evidence of your co-operation with the school.

If you wish to pursue the matter further, you have a right to follow the school's complaints policy, a copy of which is available on the school website. Should you wish to raise a complaint you should do so in writing to the Clerk to the Governors, via the school.

Yours sincerely

Headteacher

### **Appendix 5 - INCIDENT REPORT FORM**

Relevant incidents include trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property. Where possible, this form should be completed before any discussion between witnesses is possible, as this might lead to allegations of collusion. This form should be completed as fully as possible please, using a continuation sheet, if necessary. For any incident involving or witnessed by a pupil or parent / carer / visitor, a member of staff should complete the form on their behalf.

<b>Name of person reporting incident:</b>	
<b>Member of staff recording incident:</b>	
<b>Date incident recorded:</b>	
<b>Date of incident:</b>	<b>Time of incident:</b>
<b>Date incident reported</b> (if different to above):	
<b>Name(s) of person(s) causing incident</b> (where name(s) is/are unknown, provide other details of which may allow their identification)	
<b>Status(es)</b> (parents / carers / visitors / trespassers)	
<b>Full description of incident</b> (e.g. names of persons involved; location; nature of any injuries; attendance of emergency services)	
<b>Names and status of any witnesses:</b>	
<b>Initial action (refer to stages in code of conduct)</b>	
<b>Summary of subsequent actions taken by the school, including risk assessments</b>	
<b>Linked incidents (if any)</b>	

<b>Headteacher:</b>	K. Green	<b>Date:</b>	February 2026
<b>Chair of Governing Body:</b>	Micky Dixon	<b>Review Date:</b>	February 2029