

# Viking Academy Trust



## Parent & Carers Code of Conduct

The VIKING ACADEMY TRUST 'Parent & Carers Code of Conduct' Policy has been written after consultation with all stakeholders. Please see Zero Tolerance Statement & Home Learning Agreement alongside this policy.

**Approved by the Trust: Term 4 2017**

**Reviewed biennial: Term 6**

**Last review date: Term 5 2023**



**Signed:**

**Chair of Trust**

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# Parent & Carers Code of Conduct Policy

## The Viking Academy Trust

Empowering Children Through Education: One Childhood One Chance

### Schools in the Viking Academy Trust (VAT)

These are:

Chilton Primary School  
Ramsgate Arts Primary School  
Upton Junior School

This 'Parent Code of Conduct' Policy is for all aforementioned schools.

#### Parent & Carers Code of Conduct Policy

*"We cannot accomplish all that we need to do without working together."*

#### Introduction:

At the Viking Academy Trust we are very fortunate to have supportive and friendly parent bodies in each of our Viking schools. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this policy is to provide a reminder to all parents, carers and visitors to our schools about the expected conduct. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

At such an unprecedented time in our lives, we have amended this policy to reflect the guidance and procedures in place to keep our school communities as safe as possible during this time. Our websites contain details on how we are 'Covid-19 secure' and have the Risk Assessments updated regularly to reflect government guidance.



Parents and Carers are expected to abide by the procedures in place in the understanding these are for the protection of all members of the Viking community.

**Please also read the VAT Zero Tolerance Statement (Appendix 1) & Home Learning Covid-19 Agreement (shared as Appendix 2)**

### **Guidance**

*As well as following the guidance set out in our VAT Home-School Agreement, we expect parents, carers and other family members to:-*

- Respect the caring ethos of our schools
- Understand that both teachers and parents need to work together for the benefit of their children.
- Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct their own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the school to help resolve any issues of concern.
- Avoid using staff as threats to admonish children's behaviour.

**In order to support a peaceful and safe school environment the school cannot tolerate the following from parents and carers:**

- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any area of the school grounds (this includes when attending a team match).
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of school staff, Governor, visitor, fellow parent/carers or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- Damaging or destroying school property.

- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school or within the school grounds to other parents.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff, at the school on Facebook or other social media sites.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of, the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences).
- Smoking (including e-cigarettes) and consumption of alcohol or other drugs whilst on school property.
- Dogs being brought on to school premises, with the exception of Guide Dogs.

Should any of the above behaviour occur on school premises, the school may feel it is necessary to contact the appropriate authorities and if necessary, even ban the offending adult from entering the school site.

Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Head of School, Executive Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.

We trust that parents and carers will assist our Viking schools with the implementation of this policy and we thank you for your continuing support.



“At the end of the day, the most overwhelming key to a child's success is the positive involvement of parents.”  
- Jane D. Hull



## Appendix 1:

### VAT Zero Tolerance – Abusive or Aggressive Behaviour

Our staff come to work to educate and care for children and it is important for all members of the Viking community: children, parents, family members and staff to ensure that our staff are treated with **courtesy and respect**.

### Zero Tolerance

We aim to treat everybody courteously at all times and expect our parents and visitors to the school, to treat our staff in a similarly respectful way. We take seriously any threatening, abusive or violent behaviour against any of our staff.

In line with schools across the Viking Academy Trust, to ensure this is fully observed, we have a **Parent Code of Conduct Policy** whereby aggressive or violent behaviour towards our staff will not be tolerated under any circumstances.

Anyone giving verbal abuse to members of staff, either in person or over the telephone, will receive a letter from the Executive Headteacher, advising that this behaviour will not be tolerated. Any future violation of this policy will result in the person barred from our premises and communication via the telephone/email monitored closely to ensure a respectful tone. There will be no appeal process.

We feel sure that you will understand that proper behaviour and conduct are absolutely necessary for our children and staff and that non-observance will not be accepted.

## Appendix 2:

### Home-School Agreement – COVID19: Home Learning

Schools are most successful where a genuine partnership exists between children, teachers and partners. Our Viking Academy Trust vision is-

**Empower children through education: ‘One Childhood One Chance’**

#### Viking schools will:

- Provide a continuous connection with your child, via our websites, Microsoft Teams & online learning platforms, to offer them routine, care and support.
- Continue to nurture your child through regular contact to ensure that they are happy, safe and well during these unsettling times.
- Endeavour to support you with any technical difficulties that you may be experiencing.
- Respond to any concerns you may have in a timely manner, within school hours.
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### **I, as a parent/carer will:**

- Encourage my child to engage with their Home Learning daily in order to scaffold their routine, care and support.
- Encourage my child to maintain the two-way communication (verbal or other) with school staff
- When online, keep my microphone muted and encourage my child to do the same during a 'live' class.
- Support the whole class live experience by responding to teachers only when I have been asked a question.
- Use the 'chat function' to ask the teacher a question if my query is urgent, and allow the teacher time to respond.
- Monitor my child's use of the 'chat function' to ensure chat is constructive, kind and appropriate and understand that if my child creates private chats that teachers will not be able to monitor these.
- Encourage my child to use the 'chat' function for academic questions only, in order to enhance the support the teacher can offer them.
- Ensure that any document uploaded by the teacher does not get moved to another location or edited.
- Ensure that any queries I have regarding my child's academic tasks are directed to the teacher within school hours.
- Ensure that any queries I may have regarding online learning (eg Microsoft Teams, the school website and other web-based learning platforms) are directed to the email address [ict@vikingacademytrust.com](mailto:ict@vikingacademytrust.com) or shared via the class teacher or school office.
- Offer understanding and support to teachers who, as key workers, are continuing to provide care and routine for my child in these difficult circumstances.
- Not utilise parent WhatsApp groups (or other forms of social media) to provide a negative commentary of the school. Instead we ask for open communication directly with the school leadership team.

### **I, as a pupil of Viking Academy Trust will:**

- Follow the school positive behaviour policy and uphold school values whilst participating in Home Learning online, including my conversations in school-based 'chat' sites
- Keep my microphone muted during a live class unless asked otherwise.
- Use the 'chat' function to ask my teacher a question that is related to my work
- Ensure written communication posted online reflects the behaviours expected of me
- Engage with my teacher's communication (verbal and other) so that they know I am happy, safe and well during COVID-19.
- Use the school support networks shared with me to ask for help if I need it and to share worries I may be experiencing at this time

### **Possible sanction for failure to comply with this agreement:**

- Removal of access to online learning platforms (eg Microsoft TEAMS, Spelling Shed, Bug Club, TTRS etc) for your child/children

**A signature is not required for this document, the terms herein are confirmed by all parties upon receipt.**