



BENSHAM MANOR *School*

Parent Code of Conduct

Last reviewed: Sept 2025

Next Review: July 2026



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PURPOSE AND SCOPE

At Bensham Manor we believe it's important to:

- Work in partnership with families to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents/carers
- 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)

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

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
- Respond to invitations regarding meetings
- Prioritise attendance at Parents Evening and Progress Mornings
- Provide the school with two emergency contact numbers and two email addresses
- Collect your child when they are ill from school

- Make the school aware of any medical needs your child has
- Collect your child from school on time at the end of the day
- Inform the school office of any absence on the first day of absence

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
- Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms
- Recording members of staff at meetings without declaring you are doing so and without their permission

Use of physical punishment against your child whilst on school premises

- Any aggressive behaviour (including verbally, physically 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)

- Coming onto the school premises whilst under the influence of drugs or alcohol
- Bringing dogs onto the school premises (other than guide dogs)
- Regularly arriving late to collect your child - this could be classified as neglect and a report to the the local Safeguarding Team may be appropriate

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 in to school to meet with a senior member of staff or the headteacher

Contact the appropriate authorities (in cases of criminal or safeguarding behaviours)

- Seek advice from Croydon Council 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 chair of governors before banning a parent from the school site.