

Cape Primary School



Parent/Visitor Code of Conduct 2026-27

“Excellence Through Partnership”

Cape Primary School Parent/Carer/Visitor Code of Conduct

At Cape, we are committed to safeguarding and promoting the welfare of the children and adults in our school, and we have the same expectation of our staff and volunteers.

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

This policy reflects the ethos of the school. We are a caring community and through our Cape 8 values believe that rewarding good behaviour and providing encouragement promotes a climate of consideration for others and encourages positive behaviour rather than merely deterring unacceptable or anti-social behaviour.

Our mission statement states, "we will work in partnership to create a happy and safe environment where everyone is valued; achieving excellence, challenging and encouraging each other, inspiring achievement and celebrating success".

Cape is an effective school that has built up a solid and impressive culture of respect and positive values over many years. Staff take great care to provide an exemplary education for each pupil, based on their needs; and the pupils overwhelmingly treat each other with kindness and courtesy. They are a full credit to their parents/carers.

The purpose of this document is to ensure that everyone who comes on to the school site follows the example set by the pupils and conducts themselves in an appropriate way:

1. What is expected of people who come on to our school site?

We expect everyone that comes on to the school site to:

- follow the School's safeguarding procedures, ensure that pupils are protected from harm and immediately report anything that they believe is putting children at risk;
- understand that both teachers and parents need to work together for the benefit of their children;
- observe school rules, protocol and follow the direction given by school staff at all times;
- respect the caring ethos of our school
- treat the school environment and property with respect;
- 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
- take responsibility for 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.

2. What happens when there is unacceptable behaviour and conduct?

Please note that inappropriate, disruptive or threatening behaviour towards the school that takes place off the school site might also be considered unacceptable. Anything that the School reasonably believes adversely affects its safe and caring learning environment and/or puts their own or others' physical or emotional wellbeing at risk is considered unacceptable.

This includes inappropriate messaging in all forms as well as defamatory, abusive and or insulting comments made about the school, its pupils, parents and staff on social media. These may be reported to the appropriate bodies, including legal teams and the police. The school takes all forms of cyber bullying seriously and any incidents are dealt with and recorded as a serious incident.

Please be aware of the appropriate way to express your concerns (see school complaints procedure) and understand that social media is never a helpful vehicle.

School premises are private property and people who come on the site will generally have the permission of the school to do so.

In circumstances where the School believes that an individual's conduct has fallen short of the expectations referred to above and is unacceptable, then it has the power in common law to ban that individual from the premises.

In **all cases** the facts will be established before responding to the unacceptable conduct.

In **most cases** the School will seek the advice of the Local Authority before responding to the unacceptable conduct.

In **most cases** the School will attempt to remedy the situation by initiating a meeting/dialogue with the individual concerned to raise its concerns and gain reassurance that the conduct will not be repeated.

In **some cases**, the Headteacher or the Chair of Governors will write to the individual concerned to make it clear that their conduct is unacceptable and warn them that further action will be taken if it is repeated, which may result in the individual being barred from the school premises. The individual concerned is entitled to make representations to the School's Governing Board about the letter and the warning given.

In **some (extreme) cases** the School, or the Local Authority acting on behalf of the School, will write to the individual concerned informing them that as a result of their unacceptable conduct they have been barred from the school premises for a temporary period that is specified in the letter and is subject to review. This means that individual has no lawful authority to be on the school premises during the period in question and will be removed if they attempt to do so. Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. In such circumstances it is likely that the barring will be with immediate effect however the individual concerned will be given the opportunity to respond before it is confirmed. The individual concerned is also entitled to make representations to the School's Governing Board over the decision to bar them and the reasons given.

The following poster is displayed in school and is relevant to all council buildings and employees.



The school will not tolerate:

- disruptive behaviour which interferes or threatens to interfere with the operation of the school;
- any aggressive or threatening behaviour or that which leads to actual bodily harm;
- damaging or destroying school property;
- abusive or threatening e-mails, texts, phone messages or other verbal and written communication;
- the use of physical or verbal aggression towards adults or children;
- an approach to someone else's child in order to discuss the actions of that child towards their own child or to chastise them for those actions;
- any behaviour that discriminates on the basis of age, race, sex, gender reassignment, disability, religion or belief, sexual orientation, marriage or civil partnership, pregnancy and maternity;
- smoking/vaping or drugs whilst on the school site;
- the consumption of alcohol during the school day on school site;
- bringing animals on to the school site, other than guide dogs

Yours sincerely,

Mr Sohail Khan On behalf of the Full Governing Board