



Our Lady of Lourdes Catholic Primary School

# Parental Conduct Policy

July 2025



## **PARENTAL CONDUCT POLICY**

### **1. RATIONALE**

We believe all stakeholders are entitled to a safe and protective environment. It is essential that all adults work together in a professional and respectful manner. Behaviour that will cause harassment, alarm or distress to any users of the school premises is contrary to the aims and ethos of the school and will not be tolerated.

### **2. AIMS**

- That all members of the school community treat each other with respect.
- That all stakeholders maintain a professional relationship towards one another.
- That all stakeholders are held accountable for their behaviours /actions.
- That all stakeholders communicate in the appropriate way.

### **3. EXPECTATION**

- That all adults, including parents and carers set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- That no stakeholders are the victims of abusive behaviour or open to threats from other adults either on the school premises, on the telephone or via other means of contact.
- Physical attacks, threatening behaviour, abusive or insulting language (verbal or written), to any stakeholder or other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises.

### **4. RESPONSIBILITIES**

- It is the responsibility of all stakeholders to observe and adhere to this policy.
- It is the responsibility of the Head Teacher and Governors to monitor and review this policy.
- It is the responsibility of any persons who are subject to harassment or abuse to report the incident using the correct policy and procedures.
- It is the responsibility of parents and carers to ensure they maintain a professional and respectful relationship with all stakeholders of the school.

### **5. COMMUNICATING WITH THE SCHOOL**

#### **5a. Contact Information**

There are many ways in which parents and carers can make contact with all key stakeholders. Appropriate forms of contact are as follows:

- Polite/respectful telephone call to our reception team on 01273 306980

- Polite/respectful email to our admin team on [admin@lourdes.brighton-hove.sch.uk](mailto:admin@lourdes.brighton-hove.sch.uk)
- Polite/respectful email to the admin team to the Head on [admin@lourdes.brighton-hove.sch.uk](mailto:admin@lourdes.brighton-hove.sch.uk)
- Polite/respectful email to our governors on [jodiespeight@lourdes.brighton-hove.sch.uk](mailto:jodiespeight@lourdes.brighton-hove.sch.uk)
- Polite/respectful letter to the admin team to the Head via post to Our Lady of Lourdes Primary School, The Green, Rottingdean, BN2 7HA

## **5b. Making an appointment**

To meet with any stakeholder you must make an appointment in advance by using the above contact information.

- No members of staff or governors will adhere to any demands or threats.
- No persons are authorised to enter the school site without an appointment.
- All visitors must sign in upon arrival to an appointment.

## **6. INAPPROPRIATE BEHAVIOUR / CONDUCT**

On occasion, there may be a situation in which you feel unsatisfied with the service provided by CNCS. Should such an event arise, communication must be made with staff using the appropriate forms of contact listed in section 5a.

(For any serious complaints, please refer to the [Our Lady of Lourdes Complaints policy](#) ).

Behaviours which are considered serious and unacceptable and will not be tolerated towards any member of the school community are as follows (this is not an exhaustive list):

- Turning up on school site unannounced
- Making demands (e.g. for an immediate appointment with a member of staff)
- Shouting (either in person or over the telephone)
- Unauthorised interaction with students
- Inappropriate posting on social networking
- Speaking in what is experienced as an aggressive/threatening tone (either in person or over the telephone)
- Physically intimidating behaviour (e.g. standing in personal space, forcibly gaining access to restricted areas of the premises)
- The use of aggressive hand gestures/exaggerated movements
- Physical threats of harm
- Rude or derogatory comments

- Shaking or holding a fist towards another person
- Shaking or pointing finger towards another person
- Swearing (including hand gestures)
- Any physical contact/assault (shoving, poking, hitting, slapping, punching or kicking)
- Any physical damage to private property (throwing chairs, kicking doors or walls)
- Spitting
- Racist, sexist, homophobic, ageist or any other discriminatory comments.

Unacceptable behaviour may result in the police being informed. The school reserves the right to take any necessary actions to ensure that members of the school community are not subjected to abuse.

Reports of improper conduct from any adult should be reported to the school. Any incidents which are considered to be inappropriate/harassing will be recorded and investigated by the senior leadership team.

It is also an offence under section 547 of the Education Act 1997 for any person (including a parent) to cause a nuisance or disturbance on school premises. The police may be called to assist in removing the person concerned.

## **7. SANCTIONS**

In case of abuse or any inappropriate conduct the Head reserves the right to apply any of the below sanctions:

- Written warning
- Telephone ban
- Email ban
- Ban from entering the school premises
- Ban from contacting particular persons
- These sanctions can be applied at any time, in any order by judgement of the Head
- If harassment persists the school reserves the right to contact the police.