



Richmond Hill School: Parent code of conduct

September 2025

We aim to in all we do to -

'Grow independence, build communication and believe we can achieve our personal goals'

At Richmond Hill School, we believe it's important to:

- Work in partnership with parents to support their child's learning
- Create a safe, respectful and inclusive environment for pupils, staff and parents
- Model appropriate behaviour for our pupils at all time

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), Governors (Governor 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
- Appreciate our commitment to equality of time and commitment for all pupils and allow us reasonable time frames for a reply

- To act as a positive role model in front of the children
- 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
- Approach the right member of the school staff to help resolve any issues of concern.
- Support the school focus at home through agreed activities and interactive home activities
- Read, weekly emails from class team and respond to information requests from class teacher and school
- Access parentmail and pick up email form the school regularly

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 including sexist, racist or homophobic comments.
- 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
- Use of physical punishment against your child while on school premises
- Any aggressive behaviour (including verbally 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)
- This list may not be exhaustive

Social Media

The school recognises the benefits of school and parental use of social media however parents who use social media should be aware of the potentially harmful impact of its misuse on our school community. The school will not tolerate parents who attempt to demean or defame either school staff or pupils online. Richmond Hill will not hesitate to use the proper legal routes if any parent makes illegal remarks online directed at either staff or pupils.

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 Head Teacher
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from the local authority's legal team regarding further action (in cases of conduct that may be libelous 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 Head Teacher.