



Hamp Nursery & Infants School

Parent Code of Conduct

2025/2026

Review:

Autumn 2026 Unless *there is a significant material change at an earlier date*

1. Purpose and scope

At Hamp Nursery and Infants 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 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 relational 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)
- Other friends/family coming onto site

2. 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

3.

4. 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
- Spitting on school site
- Cycling or scooting on school site.
- 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 (including vaping) or drinking alcohol on the school premises
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than therapy or guide dogs).

5. 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 take all or any of the following steps:

- Informal discussion/reminder at time of occurrence, if appropriate
- Invitation to meeting with the Head or senior teacher
- Formal warning letter
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from Somerset Legal Team 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. If necessary, the school may ban a parent from entering the site for a short period of time whilst an investigation is carried out.

The school recognises the difficulties a ban places on families due to the age range of the children, and the need for them to be accompanied and handed over. Banning a parent from would be the school's very last resort.

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.

Model letters

Model Letter 1: Initial warning letter from the headteacher

Dear {Name of Parent/Carer}

Further to the incident that took place on [time and date] when you [Summary of incident, including location, and the effect on staff, pupils and other parents.]

I must inform you that Hamp Nursery and Infant School will not tolerate conduct of this nature on its premises and will act to defend its staff members and other members of the school community. I am therefore putting you on notice that, if I receive a further report of unacceptable conduct from you, I will have no option but to instigate the school's formal procedure to withdraw your permission to enter or be on the premises of Hamp Nursery and Infant School.

I should warn you that, if your permission to enter or be on school premises is withdrawn, you can be removed from the premises by a police officer and you may be prosecuted under Section 547 of the Education Act 1996. If convicted under that section, you will be liable for a fine of up to £500.00 and have a criminal conviction recorded against you. If you have any concerns about the school which have led to your unacceptable conduct, you should raise these with the school in accordance with the school's Complaints Policy, a copy of which is attached for your consideration.

I trust that we will now be able to put this matter firmly behind us.

Yours sincerely

Headteacher

Model letters

Model Letter 1a: Initial warning letter from the headteacher

Dear [parent name],

I refer to the incident that took place on [time and date] when you [Summary of incident, including location, and the effect on staff, pupils and other parents.]

If the Head Teacher did not witness the incident they may wish to use the following text:

I have considered the witness accounts of the incident, (if relevant: including your own), and it would appear [insert details of incident]. If the incident is minor, add:

This behaviour is not in keeping with our parent code of conduct [Please find a copy attached to this letter.] OR

Your behaviour falls short of the standard of conduct expected of those visiting Hamp Nursery and Infant School

If the incident is more serious, add:

As written in our parent code of conduct, we do not tolerate this kind of behaviour at Hamp Nursery and Infant School. [Please find a copy attached to this letter.]

I must therefore warn you that if you are involved in a similar incident again, you will leave me with no alternative other than to ban you from coming onto the school site without my written permission.

I do hope that this will not be necessary and that I can rely on your cooperation in this matter.

Yours sincerely

Headteacher

Model letters

Model Letter 2 – Ban from school premises for one week (or so) whilst obtaining the parent’s account and views from Head Teacher

Dear {Name of Parent/Carer}

Your conduct on school premises on (insert date)

I refer to the incident that took place at Hamp Nursery and Infant School today (or insert relevant day) when you (insert details of the incident).

If the Head Teacher did not witness the incident, the following text may be used: I have considered the witness accounts of the incident, (if relevant: including your own), and it would appear (insert details of incident).

Your behaviour falls short of the standard of conduct expected of those visiting Hamp Nursery and Infant School. (Omit if this is a first incident) – As you will remember, I have previously warned you about your behaviour when I wrote to you on (date). I have considered the matter very carefully and have decided that you should not be allowed on to the school premises from now until (insert date). During that time I will review the situation. Before I make a final decision you may, if you wish, write to me to give me any further information you want me to take into consideration. You have until (insert date) to write to me.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates’ court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

Model letters

Model Letter 3 – Ban from school premises for specified period from Head Teacher

Dear {Name of Parent/Carer}

Your conduct on school premises (insert date)

I refer to the incident that took place at Hamp Nursery and Infant School on (insert relevant day) when you (insert details of the incident). In my letter dated (insert date), I referred to my intention to ban you from the premises and I invited you to make representations to me about this.

I have considered the points you have made to me and I have decided to proceed with the ban for a period of (insert number of weeks or an indefinite period), until (insert date), after which the ban will be reviewed by the Chair of Governors and myself. I will write to you again when this review is going to take place so that you may make written representations, which we will take into account. When we have made our decision, I shall write to you to inform you of it together with our reasons.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

If you do not comply with this ban, you will be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996. If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

I regret that I have had to take this action and hope that I can rely on your cooperation.

Yours sincerely

Headteacher

Model letters

Model Letter 4 – Ban from school premises for time-limited period whilst obtaining the parent’s account and decision by GB

Dear {Name of Parent/Carer}

Your conduct on school premises (insert date)

I refer to the incident that took place at Hamp Nursery and Infant School on (insert relevant day) when you (insert details of the incident).

If the Head Teacher did not witness the incident, the following text may be used:

I have considered the witness accounts of the incident, (if relevant: including your own), and it would appear (insert details of incident).

Your behaviour falls short of the standard of conduct expected of those visiting Hamp Nursery and Infant School. (Omit if this is a first incident) – As you will remember, I have previously warned you about your behaviour when I wrote to you on (date). I have considered the matter very carefully and have decided that you should not be allowed on to the school premises in the interests of the safety and wellbeing of my staff and the pupils of this school. This ban will continue until the Governing Body of Hamp Nursery and Infant School meets to decide on whether to extend the ban.

This letter gives you notice that the Governing Body of Hamp Nursery and Infant School will be meeting on (during the week of). In the meantime, you are not permitted to enter the site without the previous prior permission of the Headteacher/myself. You may have to make alternative arrangements for the delivery and collection of your children.

Should you wish to respond to the contents of this letter and make representations to the Governing Body as to why you should not be banned from the school premises then please put this in writing no later than(1 week from date of receipt of letter).

The Governing Body is imposing a temporary ban on your entering the school site, pending your response to this letter and the Governors consideration. This

ban is effective as detailed above with effect from (date) and you must arrange for another responsible adult to bring your children to school each day if they require meeting on the school premises. You may not enter any part of the school site.

You should be aware that Section 547 of the Education Act 1996 makes it a criminal offence for a person to be present on educational premises without lawful authority and to cause or permit nuisance or disturbance to the annoyance of the persons who lawfully use the premises. Therefore if you choose to ignore the warning contained in this letter, we will have no hesitation in taking formal action.

If you do not comply with this ban, you may be guilty of causing a nuisance or disturbance on educational premises. This is a criminal offence under section 547 of the Education Act 1996 (updated 2002). If you were to commit this offence, you would be liable to prosecution in the magistrates' court. If you were to be convicted, you would be liable to a fine and a criminal conviction.

If you need to speak to me or a member of staff about any matter, please telephone and I will make the necessary arrangements and confirm them to you in writing. You will not be allowed to come onto the school site unless you have a letter from me giving you authorisation.

I regret that I have had to take this action and hope that I can rely on your cooperation. You will be written to following the meeting of the Governing Body and informed of their decision.

Yours sincerely

Headteacher

Model letters

Model Letter 5 – Unban from school premises from Head Teacher

Dear {Name of Parent/Carer}

Your conduct on Hamp Nursery and Infant School premises (insert date)

On (insert date) I wrote to you informing you that I had temporarily withdrawn permission for you to come onto Hamp Nursery and Infant School premises. To enable me to determine whether to confirm this decision for a longer period, I gave you the opportunity to let me have your written comments on this incident by (insert date).

I have not received a written response from you/I have now received a letter from you dated (insert date), the contents of which I have noted. (delete either sentence as appropriate).

(However) in the circumstances, (insert detail) I have decided to restore to you the permission to come onto Hamp Nursery and Infant School premises, with immediate effect.

Nevertheless I remain very concerned at the incident which occurred on (insert date), and I must warn you that if there is any repetition of your behaviour on that occasion, I shall not hesitate to withdraw permission for you to come onto Hamp Nursery and Infant School premises again.

Yours sincerely

Headteacher

