

# Parent Code of Conduct



Responsibility	Delegated to the Head Teacher: Students, Parents & Community	
Status	Non-statutory	
Ratification date	04 June 2026	
Review cycle / date	3 Year	Summer 2029
Reference	091	

# Contents

<b>1. Purpose and scope</b>	<b>2</b>
<b>2. Our expectations of parents and carers</b>	<b>2</b>
<b>3. Behaviour that will not be tolerated</b>	<b>2</b>
<b>4. Breaching the code of conduct</b>	<b>3</b>

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## 1. Purpose and scope

At the Richmond upon Thames School (RTS), 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 students, staff and parents
- Model appropriate behaviour for our students 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 students (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 student
- Anyone caring for a child (such as grandparents or child-minders, family members i.e. older siblings, aunts and uncles and family representatives)

## 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 students
- 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. 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, students 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/Vaping on the school premises, including at the school gates
- Drinking alcohol on the school premises, including at the school gates (unless alcohol has been allowed at a specific event)
- Possessing or taking drugs (including legal highs)
- Bringing dogs onto the school premises (other than guide dogs)
- Use of audio or video recording devices in meetings with school staff
- Parking dangerously or obstructing the school's pedestrian entrance or staff car park entrance/exit
- Entering the school site without permission
- Misusing or hijacking communication channels meant for dialogue between staff and students
- Riding bicycles or scooters onto the school site without prior written consent
- Use of the school's staff car park without written prior written consent

#### **4. 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 e.g. the Police)
- Seek advice from our 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. The final decision for how to respond to breaches of the code of conduct rests with the Head Teacher.

The Head Teacher will consult the Chair of Trustees before banning a parent from the school site.