

PARENT CODE OF CONDUCT POLICY

1. Rationale:

At Edison International Academy, we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work. Behaviour that will cause harassment, alarm or distress to users of the premises is contrary to the aims of the school.

2. Aims

- That all members of the school community treat each other with respect
- That adults 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 members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises
- Physical attacks and threatening behaviour, abusive or insulting language verbal or written, to staff, parents and carers, children, stakeholders and other users of the school premises will not be tolerated and will result in withdrawal of permission to be on school premises
- Any parent who is asked to leave the school premises will have the right to appeal the decision by writing to the School Management, Managing Director or Grievance Committee

Please note that incidents of rudeness will be logged with the Ministry of Education Department.

3. Persons Causing Nuisance / Disturbance on School Premises

School premises are private property and parents have been granted permission from the school to be on school premises. However, in case of abuse or threats to staff, pupils or other parents, school may ban parents from entering school. The police may be called to assist in removing the person concerned.

School is not responsible for organizing arrangements for children in the above circumstances. Parents will need to provide alternative arrangements for bringing children into school.

Please note that Kindergarten dismissal time is 12:15pm and students should be collected by 12:30 at the latest. Year 1 to 6 dismissal time is 1:20pm and students should be collected no later than 1:30. Thereafter the school is not responsible for students left in or around the school premises unless they are on the bus, attending support lessons or after school activities which finishes at 2pm and students should be collected on time. **On Thursdays, all students will be dismissed at 12:30m.**

4. Guidelines:

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone
- Disrupting lessons and school routines
- Not collecting child/ren timeously
- Inappropriate posting on Social Networking sites which could bring the school into disrepute or be deemed as bullying
- Speaking in an aggressive/threatening tone
- Physically intimidating, e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats

- Shaking or holding a fist towards another person
- Swearing
- Pushing
- Hitting e.g. slapping, punching or kicking
- Spitting
- Racist or sexist comments including sexual innuendo

5. Inappropriate use of Social Networking Sites:

Social media websites are being used increasingly to fuel campaigns and complaints against schools, head-teachers, school staff, and in some cases, other parents/pupils.

Edison International Academy considers the use of social media websites being used in this way as unacceptable and not in the best interests of the children or the whole school community.

Any concerns you may have must be made through the appropriate channels by making an appointment to speak to the class teacher, Administration Manager or School Principal, so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/responsible of a child/ren being educated at Edison International Academy is found to be posting slanderous or defamatory comments on Facebook or other social network sites, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly is the issue of cyber bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

This also includes ClassDojo, which has been implemented for better communication between the school, teacher and parents. If any parent is found abusing this mode of communication, this will result in immediate removal from the application and all communication will be done through a Homework Diary or written letters.

Unacceptable behavior 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.

Parents have the right of appeal by writing to the School Management within ten days of their permission to enter the school premises being withdrawn.

Responsibilities:

It is the responsibility of the School Management Team to monitor and annually review this Parental Behaviour Policy.

Procedure to address inappropriate behaviour by adults on the school site

At Edison International Academy, we operate a 'zero tolerance' of the use of inappropriate behaviour anywhere on the school site.

***Inappropriate behaviour means disrespectful conduct towards people or property within the school site.*

Our Parental Behaviour Policy states:

- That adults 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 members of staff, parents or children are the victims of abusive behaviour or open to threats from other adults on the school premises.

All staff and stakeholders agree that any adult found to be using inappropriate behaviour towards other adults or children should be dealt with using the following steps:

An adult approach another child	The adult will be spoken to immediately and the issue investigated by a school leader or counselor. This will be reported to the School Principal and recorded. The adult will receive a warning letter.
A parent approaches another parent.	The parent should report this to a member of staff or a school leader. The offending parent/s will be spoken to as soon as possible after the incident and reminded that we have a zero tolerance of inappropriate behaviour. A letter will be given to the parent/s. This warns a parent that if it recurs they could be banned from the school site.
A parent approaches a member of staff	This should be reported immediately to a member of the Senior Leadership Team. This will be investigated as soon as possible and the member of staff will be informed of the action taken. The parent/adult will be spoken to and given a warning letter. This warns a parent/s that if it recurs they could be banned from the school site.
Not collecting students on time Please provide an emergency contact person and phone number	If a parent/s have any emergency and cannot collect their child/ren on time, the school needs to be immediately notified and alternative arrangements need to be made in the best interest of the child.
Recurring inappropriate behaviour	If a parent/s continues to use inappropriate behaviour, they will be referred to the Policy for Parental Behaviour. This indicates how antisocial behaviour, when not corrected, can lead to interviews. This can then lead to a ban from the school site. An ultimately the parents may be asked to register their child/ren in another school based on the severity of the recurring incidents.

***Breaching of this policy will result in an official warning. Depending on the severity which is at the schools discretion, parents will be given notice to find alternative placement for their children.**