



# LENDY PARK SCHOOL

The Way, The Truth And The Life.

Tel: +2638688003435 Cell: +263 779940833 [www.lendypark.com](http://www.lendypark.com) [head@lendypark.com](mailto:head@lendypark.com)

Maximising The Potential Of Each Child Through Christian Education

## LENDY PARK SCHOOL - ATS PARENT'S CODE OF CONDUCT POLICY

**This Code of Conduct is a signed agreement between the Parent/Guardian and the School and forms part of the binding contract between the Parent and the School.**

### GUIDANCE AND EXPECTATIONS

Schools should expect parents to:

1. Respect the values and ethos of the school.
2. Understand that both parents and teachers need to work together to benefit their children.
3. Demonstrate that all school community members should be treated with respect and set an excellent example in their behaviour and speech.
4. Seek to clarify a child's perception of events with the school's view to bring about a peaceful solution to any issue. Listen to their child, but remember that others may interpret a different version of the event.
5. Correct their child's behaviour where it could otherwise lead to conflict, aggressive behaviour, or unsafe behaviour.
6. Approach the school respectfully to help resolve any issues of concern.
7. Avoid using teaching staff or coaches as threats to admonish children's behaviour at any level.
8. Understand the importance of healthy parent, teacher, and child relationships and communicate any concerns to their school constructively and appropriately.
9. Adhere to the school's policies which the school may review from time to time.
10. Co-operate where their child's behaviour has overstepped accepted school standards and follow specified communication protocol with staff members.
11. Develop a positive learning and teaching environment by supporting the school.
12. Communicating directly with the school and thus discouraging gossip. They should adopt a positive and cooperative attitude and interact positively with other parents and school community members.
13. Encourage good relationships with other parents in their year group and throughout the school.
14. Value the school and its reputation, especially when engaging with social media.
15. Value and champion the school and its reputation. Be mindful of the hurt and damage that rumours, misinterpretation of facts, speculation, and social media may cause to staff members, other parents, and the school as a whole.
16. Respect teachers' reputations by being mindful of communication, especially on social media and emails.
17. Recognise the teachers' preparation time before school and make an appointment for long discussions at a mutually convenient time.



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18. Parents should not expect to speak to a teacher before school starts and recognise their work commitments at this time. However, parents should only expect a meeting before school if it is pre-arranged.
19. To protect our children, do not discuss any grievances or perceived failings in front of them regarding the school.
20. All awards and assignment of responsibilities such as monitors and captains are non-negotiable. Parents need to trust the professional decisions of the school staff.
21. As a Christian-based school, the school expects all parents to respect this. As a result, parents are to encourage their children to participate in all school activities regardless of religious beliefs.

## Areas of No Tolerance

To support and develop a peaceful and safe school environment, the school should not tolerate parents exhibiting the following:

1. Disruptive behaviour can interfere or threaten to interfere with the operation of a classroom. This also applies to an employee's office, office area, or any other area of the school grounds. All sporting and cultural activities are included.
2. Using loud and offensive language, swearing, cursing, or displaying an aggressive and bad temper.
3. Threatening bodily harm to a school staff member, governor, visitor, fellow parent, or student, regardless of any behaviour constituting a criminal offence or not.
4. Damaging or destroying school property in any manner.
5. Sending abusive or threatening correspondence through emails, messages, text, voicemail, phone, or any other form of written communication.
6. Using Facebook or other social sites to post or send offensive, derogatory or defamatory comments regarding any pupils, parents, or staff at the school or the school. Any concerns that a parent may have should be channelled through the appropriate procedures by speaking to the class teacher, Head, or the Chair of Governors to be dealt with fairly, appropriately, and effectively for all concerned. Parents are to **'Think before they post or speak'** The school insists that social media platforms, whether private or public, should not be used to fuel campaigns and voice complaints against the school, school staff, parents, or children.
7. The use of physical aggression or threat of physical harm towards another adult or child is not accepted.
8. Approaching another person's child to discuss or chastise them because of the actions of this child towards their child.
9. Parents must respect the privacy of other parents' email addresses and not send unsolicited emails or "spam" to other parents or forward other parents' email addresses without their permission. The school should not give out the email address of parents without consent. Class representatives or activity organisers will not pass on parent email addresses without permission.



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10. Verbally abusing any visiting school representatives or students.
11. Openly challenging or abusing the decision of any coach, referee, umpire, judge, or adjudicator at any social, sporting, or cultural activity.

## Lendy Park School Areas of No Tolerance

1. The consumption of alcohol on the school property, vehicles or at inter-school functions at which Lendy Park is participating is strictly prohibited.

## CONSEQUENCES OF BREAKING THE CODE

If any school parent breaks this code, proportionate action should be taken. The follows are suggested:

Where cases of unacceptable behaviour are identified and considered a serious and potentially criminal matter, the concerns should be referred to the Police in the first instance. This should include any or all cases of threats or violence and actual violence to any child, staff, or governor in the school.

This should also include anything that could be seen as a sign of harassment of any school community member, such as insulting social media posts or any form of social media cyberbullying. For example, in incidents where evidence suggests that behaviour would be tantamount to libel, slander, and defamation, the school will refer the matter to the School Lawyers for appropriate action.

In incidents where the code of conduct has been deemed to have been broken, but the breach was not defamatory, slanderous, or a criminal matter, the school should send out a formal letter to the parent with an invitation to a meeting. If the parent refuses to attend the meeting, the school should write to the parent and request them to stop the behaviour causing the concern and warn that they may be banned from the school premises if they do not. If this behaviour continues, the parent should again be written to and informed that a ban is now in place.

Should unacceptable behaviour reach the point deemed by the Board of Governors as irreconcilable, the Board of Governors may wish to terminate the Parent/Guardians contract with the School and end the children's enrollment immediately.

### Note:

1. A ban from the school may be introduced without having to go through all the steps offered above in more severe cases.
2. Site bans should normally be limited in the first instance.



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## FOLLOW THE CORRECT LINES OF COMMUNICATION

When parents have any concerns about their child concerning the school, they should:

1. Initially, contact the class teacher or extramural activities coach concerned.
2. If the concern continues to be unsatisfactorily addressed, they should contact the teacher in charge of that particular department.
3. If the concern persists, they should contact the Deputy Head.
4. If the concern persists, they should contact the Head.
5. If the concern is still not solved, the parent may then contact the Chairman of the Board of governors (not individual governors).

All parents should familiarise themselves with the 'complaints procedure' that has been put in place and is available through the office to ensure that all areas of concern are consistently and transparently dealt with through a formal system. However, it must be noted that anonymous complaints of any type should be ignored as non-constructive and disruptive.

## Incorrect and unacceptable procedure

1. Skip or bypass a stage.
2. Parents should not use social media to air any concerns or grievances.
3. Bringing the school into disrepute.
4. Posting libellous or defamatory comments.
5. Circulated emails or directly sent with personal or abusive comments about staff or children.
6. Using social media to publicly challenge school policies or discuss issues about individual children or staff members.
7. Threatening behaviour, such as intimidating staff verbally or using foul language.
8. When meeting with any school staff, recording meetings by voice recording or video is strictly forbidden.

According to the actions outlined above, schools should take safeguarding responsibilities seriously and appropriately deal with reported incidents.

## AREAS OF CONSIDERATION

There are respectfully areas where parents should be sensitive to and avoid attending during certain times:

1. Schools should expect parents to keep their children safe by adhering to the school's request to drive and park safely at all times.



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2. Parents should drop off and collect children promptly and timeously. If they have to visit the school offices, the business should be brief. Parents should be discouraged from remaining in the car park for extended periods.
3. Parents are to avoid patrolling the school verandas or walking past the classrooms during school academic mornings. Parents can see the class teacher out-of-class times only.
4. Parents should not be on the school grounds after the school signal to start lessons begins.
5. Walking through the school grounds is only permitted outside of academic and afternoon activities.
6. Watching lessons or coaching sessions is not permitted.

## SCHOOL MANAGEMENT

The Head is responsible for the operations and management of the school. All rules, regulations, and policies set under these boundaries are at the discretion of the Head and are not negotiable.

## SCHOOL GOVERNANCE

The school policies and governance are the responsibility of the School Board of Trustees and are not negotiable.

## GENERAL

Parents are to abide by all school rules set by the School Management and Board of Governors. This includes all policies. These rules and policies may change from time to time, and parents will be notified accordingly. Parents have no right of expectation to change rules, regulations, policies, and constitutions upon enrolling their child into the school.