

Londonderry Primary School

Educating, Encouraging, Caring



**Shaping the future with
learning, kindness and care.**

Code of Conduct for Parents and Visitors

Approved by Board of Governors: October 2025

To be reviewed: October 2028

Introduction

Londonderry Primary School prides itself on fostering a positive and respectful environment for staff, pupils, parents and visitors. As a community-focused school, we believe in mutual respect and effective communication to achieve shared goals for pupils' education. This Code of Conduct outlines the school's expectations for parents, carers and visitors when interacting with staff and the wider school community.

Aims

- ✓ To provide a framework that supports positive home-school relationships where pupils thrive.
- ✓ To ensure all members of the school community feel safe, supported and respected.
- ✓ To ensure all communication and interaction between staff, parents and pupils is respectful and constructive.
- ✓ Maintain a calm and safe environment to protect staff, pupils and other parents from harmful, abusive or inappropriate behaviour.

Parents and Carers are expected to:

- ✓ Model behaviour that reflects our encouraging and caring school ethos.
- ✓ Respect the professional roles of all staff members.
- ✓ Communicate calmly, politely and constructively with staff in person, by telephone or through written correspondence.
- ✓ Treat all staff, pupils and other parents with respect, dignity and courtesy at all times.
- ✓ Abide by the school's procedures for raising concerns and complaints.
- ✓ Avoid engaging in aggressive, threatening or inappropriate behaviour in any form, including physical, verbal or written abuse.
- ✓ Ensure younger siblings in your care are supervised at all times.
- ✓ Avoid bringing pets or smoking / vaping on school grounds.

Prohibited Behaviours

Londonderry Primary School has zero tolerance towards:

Verbal Abuse:

Shouting, swearing, or using offensive, abusive or intimidating language.

Physical Abuse:

Threatening gestures or physical aggression intended to harm or intimidate others.

Threatening or Aggressive Behaviour:

- ✓ Excessive noise, derogatory remarks or intimidating actions.
- ✓ Remarks of a discriminatory or offensive nature (e.g. racial, religious, or gender-based).
- ✓ Spreading damaging, abusive, or defamatory comments about the school or staff in person or online.
- ✓ Recording staff.
- ✓ Approaching another child in order to discuss or reprimand them.

Unsubstantiated Allegations:

- ✓ Making unfounded claims intended to damage a staff member's reputation or credibility.

Social Media and Online Conduct:

- ✓ Avoid posting negative, offensive or misleading comments about school staff, pupils or other parents online. Raise concerns directly with the school.

Procedures for Addressing Inappropriate Conduct**On School Premises**

1. Staff will verbally identify the conduct as abusive or inappropriate.
2. The individual will be asked to stop the behaviour immediately and / or leave the premises. A member of the Senior Leadership Team will be called for if necessary.
3. The incident will be reported to the Principal and an incident report will be completed (see Appendix A).
4. If deemed necessary the Vice Principal or Principal will make a follow up phone call or schedule a meeting.
5. A temporary or permanent restriction from entering the school grounds may be put in place.
6. If the individual refuses to co-operate or the situation escalates, the police will be contacted immediately.

Telephone and Written Correspondence

1. If abusive or threatening behaviour occurs over the telephone, staff will state that the conversation is ending immediately and report the incident to the Principal.

2. Abusive written communication will be reported to the Principal and retained as evidence. No response will be issued by the recipient.

Consequences for Violations

- Possible exclusion from entering school premises.
- Reporting serious incidents to the police.
- Communication restrictions may be imposed, with written correspondence directed through the school office.
- Staff members have the right to request a member of the Senior Leadership Team to attend meetings/interviews with parents who have previously engaged in prohibited behaviour.

All incidents will be formally recorded, and decisions will be made in consultation with the Board of Governors as appropriate.

Commitment to a Positive Environment

Londonderry Primary School is committed to working with parents and carers in a positive and constructive manner. By adhering to this Code of Conduct, we can model the respect and responsibility we wish to instil in our children, whilst building a strong, positive home school partnership. Our shared aim should be to ensure a safe, respectful and supportive environment for all, enabling our children to flourish and succeed.

Home Learning Matters

We would like to remind parents and carers of the important role you play in supporting your child with home learning. At this stage in their education, children require the guidance of an adult to help them establish good routines, strengthen their skills, and reinforce what has been taught in school.

It is an expectation that home learning activities are completed each week with the support of an adult. This shared time not only develops your child's confidence but also demonstrates that learning is valued both at home and in school.

We appreciate your continued partnership in ensuring your child receives the best possible start to their education. If you are having any difficulties with the home learning please contact the class teacher and they will be happy to help.



Parent Code of Conduct Incident Report Form

Incident Details			
Date of Incident		Time of Incident	
Location of Incident			
Name of Parent / Carer Involved			
Child(ren) Name(s)		Class(es)	
Details of Incident	<i>Provide a factual account of what occurred. Include exact words used if relevant and describe tone, behaviour or actions observed. Avoid personal opinions.</i>		
Code of Conduct Breach. <i>Tick as appropriate</i>	<input type="checkbox"/> Verbal: Aggressive or abusive language <input type="checkbox"/> Intimidating or threatening behaviours <input type="checkbox"/> Physical: Being hit or hurt <input type="checkbox"/> Disrespect towards staff / other parents / children	<input type="checkbox"/> Damaging property <input type="checkbox"/> Spreading rumours <input type="checkbox"/> Written <input type="checkbox"/> Online: social media post, email, text, posting photographs/videos	<input type="checkbox"/> Other (specify)
Witness (if any)			
Actions Taken by Staff			

Staff Member completing Report	Name: Signature:	Date:	
Senior Leadership Review	Reviewed by: Signature:	Date:	
Next steps / Follow up Required	<input type="checkbox"/> Meeting with Principal requested <input type="checkbox"/> Exclusion from School Grounds	<input type="checkbox"/> Written Warning to be Issued	<input type="checkbox"/> Referred to Governors

Appendix A