



Aletheia
Academies Trust

Parent Code of Conduct

February 2026

Company Number:	07801612
Approved By:	Board of Trustees
Policy Type:	Non-Statutory
Date of Next Review:	February 2027
Review Period:	One Year

Contents

1.	Purpose and Scope	3
2.	Key principles	4
3.	Our Expectations of Parents and Carers or Associates	4
4.	Driving pupils to school	5
5.	Behaviour that will not be tolerated	6
6.	Covert Recordings	8
7.	Inappropriate use of social media	9
8.	Breaching the Code of Conduct	10
9.	Legal Sanctions	10
10.	Monitoring and Review	13
11.	Records	13

1. Purpose and Scope

- 1.1 At Aletheia Academies Trust, we believe that it is 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
- 1.2 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 schools' Behaviour Policies).
- 1.3 This code of conduct aims to help the school to work together with parents by setting guidelines on appropriate behaviour. This includes;
- ▶ email, telephone and written correspondence,
 - ▶ social media and online platforms,
 - ▶ off-site incidents where Trust staff or reputation are affected.
- 1.4 We use the term 'parents' to refer to and include:
- ▶ Anyone with parental responsibility for a pupil
 - ▶ Anyone caring for a child (for example grandparents or child-minders)
 - ▶ Any adult or child accompanying parents or carers of a pupil at any time

2. Key principles

- ▶ The parent/school partnership is fundamental to securing the success and wellbeing of all our pupils.
- ▶ The education and wellbeing of the child of the parent involved will not be compromised in any way by the application of this policy.
- ▶ Any decisions will be fully communicated to the parent with clear reasons for the decision taken.
- ▶ Parents have the right to make representations about the action of the Trust or its Academies.
- ▶ Any restrictions will be time limited and subject to a review.

3. Our Expectations of Parents and Carers or Associates

We expect parents to:

- ▶ Act in accordance with this code of conduct at all times
- ▶ Respect the ethos, vision and values of the school community and of the Trust
- ▶ Work together with staff in the best interests of our pupils
- ▶ Treat all members of our school community with respect - setting a good example with speech and behaviour
- ▶ Seek a peaceful solution to any contentious 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
- ▶ Follow the school's parking rules and procedures for dropping-off and collecting pupils from school.
- ▶ Dress in an appropriate manner when on the school premises and attending school events, and ensure their dress and appearance reflects that they are role models for pupils, e.g. parents may not wear nightwear when dropping-off or collecting pupils.

4. **Driving pupils to school**

- ▶ Parents will drop off and collect their children only where road markings allow. Parents are not permitted, to stop, wait, drop off, or pick up pupils while in a prohibited area.
- ▶ Residents' drives should not be blocked under any circumstances, even during short periods of waiting where the car is in use. Vehicles should be driven in a calm manner which causes least disturbance to residents.
- ▶ Petrol or diesel engines should be turned off when a vehicle is stationary and not in traffic as vehicle exhaust emissions contribute significantly to air pollution and are particularly harmful to children.
- ▶ Due regard should be given to the directions of the school's traffic marshals, who are present to advise on and enforce this code of conduct.
- ▶ The school's traffic marshals will seek, as far as is possible, to prioritise patrolling the drop-off zone in the morning and afternoon and will assist parents in dropping off and collecting their child and moving on.

- ▶ All pupils will wear a seatbelt at all times while they are being driven to and from school. Parents will ensure pupils disembark vehicles safely at the correct stop and crossroads with care.
- ▶ Parents are to use their discretion in severe weather and drive with extra caution as appropriate.
- ▶ Pupils should not be collected late - all pupils are expected to be collected at the end of the school day. If a parent is delayed in picking up their child for any reason it is the parents' responsibility to call an authorised adult to collect the pupil from school on their behalf.
- ▶ Parents that are going to be late picking their child up from school and cannot arrange for an authorised adult to collect the pupil from school on their behalf should inform the school as soon as possible.

5. Behaviour that will not be tolerated

- ▶ Disrupting, or threatening to disrupt, school events (including events on school grounds, sport team matches and other school trips either at the school or at other locations)
- ▶ Swearing, or using offensive language
- ▶ Displaying anger or shouting at members of staff, pupils or other parents
- ▶ Threatening a member of the school community
- ▶ harassment, bullying or causing distress
- ▶ discriminatory conduct or use of discriminatory language (sexist, racist, other)
- ▶ frequent, unwarranted and/or unnecessary correspondence which is hindering the proper running of the Trust or its Academies
- ▶ making deliberately false, malicious or vexatious accusations

- ▶ Sending abusive messages to a member of the school community, including via text, email or social media
- ▶ Using aggressive hand gestures, e.g. raising fists and fingers
- ▶ Trespassing on school property without prior permission or implied licence
- ▶ Causing intentional damage to school property
- ▶ Breaching the school's security procedures
- ▶ Posting defamatory, offensive or derogatory comments about the school, its staff or any member of its community, on social media platforms or in other ways
- ▶ Use of physical punishment against your child while on school premises
- ▶ Any aggressive or disruptive 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 or drinking alcohol on the school premises (unless alcohol has been allowed at a specific event)
- ▶ Possessing or taking drugs (including legal highs)
- ▶ Bringing animals on to the school premises (other than Guide and Therapy dogs)
- ▶ incitement of others to do any of the above

Any form of communication that threatens the safety or well-being of staff or pupils will be taken seriously and addressed immediately, with the goal of protecting the safety and well-being of all members of our Trust and Academy communities.

6. Covert Recordings

- 6.1 Unless explicitly agreed in writing, the Trust does not consent to parents making audio or video recordings of any member of staff, trustee/local governor or school volunteer, including during in-person meetings, remote/virtual meetings or telephone conversations. Making covert recordings without the consent of members of staff is regarded as a breach of the relationship of mutual trust and confidence between the parent and the school.
- 6.2 If a parent is found to be recording a discussion, all members of staff have the right to terminate the meeting or telephone call on discovery.
- 6.3 A parent that records a member of staff, trustee/local governor or school volunteer, without consent may be issued with a restricted communication plan (see below).
- 6.4 If a parent is found to have recorded any audio or video footage on the school site without consent of any individual, this may result in the parent being immediately banned from an Academy's premises (see below) and the involvement of external agencies.

7. Inappropriate Use of Social Media

- 7.1 The Trust encourages parents to approach staff with concerns and to make use of the Trust's Complaints Procedure to escalate matters where necessary. We urge parents to refrain from expressing concerns about the Trusts, its Academies or its staff on social media sites. Expressing concerns on social media may damage the reputation of the Trust and/or its Academies and the integrity of its staff may be unnecessarily called into question. Negative comments posted on social media can cause upset and is often counter-productive to the overall aim of educating pupils. Furthermore, comments made about individual members of staff may be considered defamatory or amount to cyber-bullying.
- 7.2 It is a criminal offence to publish information which would likely lead to the identification of a teacher who is subject to an allegation of misconduct until such time as they are charged with an offence or the Secretary of State for Education publishes information about the teacher in connection with a disciplinary case (Education Act 2011). All members of the community need to be aware of the importance of not publishing named allegations against teachers online as this can lead to prosecution and a fine.
- 7.3 Should the Trust become aware that a parent is using social media to target the Trust, any Academy or its staff, it may (or it may authorise an Academy to):
- ▶ report the post(s) to the relevant social networking site
 - ▶ contact the parent or social media page owner to require the post to be edited or removed
 - ▶ issue the parent with a restricted communication plan (see below) where appropriate, inform the police or other relevant

8. Breaching the Code of Conduct

- 8.1 If a school suspects, or becomes aware, that a parent or associate has breached the code of conduct, the school will gather information from those involved and speak to the parent about the incident. 8.2 Parents will raise concerns regarding another parent's behaviour or conduct directly with their child's class teacher or the headteacher and will not approach the parent themselves.
- 8.2 Depending on the nature of the incident, the school may then:
- ▶ Send a warning letter to the parent
 - ▶ Invite the parent into school to meet with a senior member of staff or the Headteacher or Head of School
 - ▶ Contact the appropriate authorities (in cases of criminal behaviour)
 - ▶ Seek advice regarding further action (in cases of conduct that may be libellous or slanderous)
 - ▶ Restricting the parent's channels of communication to the school
 - ▶ Withdraw the right for the parent to be on school premises
- 8.3 Any child protection and safeguarding concerns will be addressed in accordance with the school's Child Protection and Safeguarding Policy.
- 8.4 The school will always respond to an incident in a proportional way. The final decision on how to respond to breaches of the code of conduct rests with the Headteacher or Head of School.

9. Legal sanctions

Restricted Communication Plan

If a parent commits serious or repeated breaches of the expected standard of behaviour as set out in this policy, then the School or Trust may consider implementing one or more of the sanctions listed below (or may authorise an Academy to do so):

- 9.1 The parent may be issued with a communication plan. This will restrict the manner in which the parent can communicate with the Trust and/or an Academy. This may include:
- ▶ Requiring contact in a particular form (e.g. in writing only)
 - ▶ Limiting contact to one member of staff or a specific email address
 - ▶ Restricting telephone calls to specified days and times
 - ▶ Restricting communication to in writing only

Ban from an Academy's premises

- 9.2 A parent's common licence to access an Academy's premises can be removed or restricted for a specified period. In such circumstances, parents may need to make alternative arrangements for bringing their child into school. Any entry onto the site in contravention of such a ban and where a nuisance is caused would be a criminal offence under section 547 of the Education Act 1996. Any parent in breach of the ban will be removed from the premises by the police or an authorised member of staff.
- 9.3 The school has the right to bar a parent from the premises to keep the school community safe. If a parent is displaying inappropriate or concerning behaviour, they will be asked to leave the school premises. Behaviour that could result in a parent being asked to leave the premises includes aggressive, abusive or insulting behaviour or language that is a risk to staff or pupils, or behaviour that is making staff or pupils feel threatened.
- 9.4 If a parent persistently or consistently behaves inappropriately on the school site, or there is a one-off incident of extremely inappropriate

behaviour, the school reserves the right to bar this individual from the school site.

The school will either:

- ▶ Bar the parent temporarily, until the parent has had the opportunity to formally present their side.
- ▶ Inform the parent that they intend to bar them and invite them to present their side.

9.5 The headteacher will send a letter to the parent, informing them of the following information:

- ▶ Why they have been temporarily barred or face a bar
- ▶ The nature of the bar, i.e. if they are temporarily barred pending their representation or if they must present their side before the decision to bar can be made
- ▶ That they have the right to formally express their views on the decision to bar in writing to the chair of governors within 10 working days

9.6 The Headteacher or Head of School will consult the Chair of Governors before withdrawing the right for the parent to be on school premises.

9.7 The Chair of Governors will take account of any representations made by the parent and decide whether to confirm or lift the bar. The parent will be notified in writing of the decision to uphold or lift the bar.

9.8 If the decision is confirmed, the parent will be notified in writing, explaining:

- ▶ How long the bar will be in place.
- ▶ When the decision will be reviewed.

9.9 Decisions to bar will be reviewed at the end of the agreed timescale, in line with the process outlined above. Following a review, the bar may

be lifted or, if there are grounds for continued concern regarding the parent's conduct, it may be extended.

- 9.10 Once the appeal process has been completed, parents that remain barred may be able to apply to the Civil Courts. If a parent wishes to exercise this option, they will be advised to seek independent legal advice.

An injunction under the Protection from Harassment Act 1997

- 9.11 The Trust may seek an injunction requiring the parent to desist from behaving in the manner in question.

10. Monitoring and review

- 10.1 This document will be reviewed on an annual basis by the Trust Board and any changes made will be communicated to staff at the school who will communicate the updated policy with parents.
- 10.2 All parents will be provided with a copy of this code of conduct upon their child's attendance at the school and are required to familiarise themselves with the procedures and guidelines outlined.

11. Records

A record will be kept of any correspondence, action or decisions for a period of at least twelve months and then in line with the Trust's Data Retention Policy. Correspondence, statements and records relating to individual matters will be kept confidential except where:

- ▶ access is requested by the Secretary of State

- ▶ disclosure is required in the course of an Academy inspection
- ▶ an individual has a legal right to access their own personal data contained within such documentation
- ▶ under other legal authority