James Bateman Middle School

Parent Code of Conduct Policy

Policy owner	T Price
Approved by	Governing Board
Date approved	November 2026
Review date	19th November 2026
Version	1
Linked policies and documents	Medication Policy

Purpose and Scope

At James Bateman Middle School, we believe it is important to:

- Work in partnership with parents and carers to support their child's learning
- Create a safe, respectful and inclusive environment for students, staff and parents
- Always model appropriate behaviour for our students

To help us to do this we set clear expectations and guidelines on behaviour that reflect our values of Ready, Resilient, Respectful for all members of our community. This includes staff (through the staff code of conduct) and students (through our behaviour and relationships 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)

Our Expectation 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
- Support the school when sanctions or consequences for poor behaviour are issued according to the related policies

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, including within so called 'closed groups'
- Use of physical punishment against your child whilst on school premises
- Any aggressive behaviour (including verbally or in writing) towards another child or adult
- Discipling 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
- Bringing dogs onto the school premises (other than guide dogs) without prior agreement

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 into school to meet with a senior member of staff or the head teacher
- Contact the appropriate authorities (in the case of criminal behaviour)
- 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 headteacher.

The headteacher will consult with the Chair of Governors and the Chief Executive Officer before banning a parent from the school site.

Parents/Carers dropping off or collection of children procedures

When dropping off or collecting a child, parents/carers are responsible for their child until 8:40am when the school gates officially open. Parents/carers must inform their child that they are not allowed access the school's play equipment on the main school playground before or after school; before 8:50am and after 3:30pm.

If parents/carers are bringing children into school late, you are asked to use the intercom on the pedestrian gate, opposite the main school office. Parents are requested that children enter the gate alone, unless a message from the parent to school is required.

If parents/carers are collecting a child early, you are requested to use the intercom on the main pedestrian gate. You will be asked for your child's name, and staff will send your child out to you. Wherever possible, please ensure your child is aware of the appointment so that they can make their way to the school office to sign out. You can notify the school in advance of appointments by emailing office@jamesbateman.staffs.sch.uk, please attach proof of the appointment to the email for our records.

Parents and carers are asked not to accompany students into reception and should instead say goodbye at the school gate, allowing students to enter the school independently. Encouraging students to enter the school site on their own helps to develop confidence, resilience and independence, all of which are important skills for successful learning and personal development. It also enables students to establish positive routines and prepare themselves for the school day.

By limiting unnecessary visits to reception, office staff are able to focus on supporting students, visitors and the effective day-to-day running of the school. We appreciate the support of parents and carers in helping students develop independence and ensuring that the reception area remains a calm and efficient environment for all.

Absence reporting

Please notify the school in advance of appointments by emailing office@jamesbateman.staffs.sch.uk

Please attach proof of the appointment to the email for our records.

To report a child as absent from school on the day, please call 01782 973900 and leave a message on the dedicated absence line answering machine. Please include your child's name, form group, reason for absence and who is reporting the absence i.e. Mum/Dad/Nan.

Forgotten items during the school day

To promote independence, responsibility and organisational skills, parents and carers are asked not to bring forgotten items into school during the day. This includes homework, PE kits, equipment, musical instruments and other personal belongings.

We recognise that occasionally students may forget essential items. In most cases, students will be expected to manage without the item for that day and learn from the experience. The only exception to this policy is a student's lunch, which may be brought to the school office if necessary.

This approach:

- Encourages students to develop independence and take responsibility for their own organisation
- Ensures fairness for all families, recognising that not all parents and carers are able to leave work or other commitments to deliver forgotten items
- Reduces disruption to learning throughout the school day
- Enables office staff to focus on supporting the efficient running of the school

We appreciate the support of parents and carers in helping students develop these important life skills.

Medical appointments, music lessons and other arranged collections

Where possible, parents and carers should notify the school in advance of any medical appointments or other planned absences by emailing office@jamesbateman.staffs.sch.uk Please attach evidence of the appointment, such as an appointment letter, screenshot or confirmation email, for our records. Advance notification helps the school maintain accurate attendance records, safeguard students effectively and ensure that lessons are disrupted as little as possible.
If your child participates in Music for Life lessons, please ensure they are aware of the day and time of their lesson. Students are expected to attend these lessons independently and arrive promptly at the designated time. Knowing their lesson schedule helps students take responsibility for their own learning, develop independence and make full use of their allocated lesson time.
To minimise disruption to learning and ensure a smooth collection process, students should be made aware of any appointment arrangements before arriving at school. Students will then be expected to make their way to the school office at the appropriate time to sign out before leaving the site.

After school provision

We offer a dedicated after school provision, The Base, for students running from 3.30pm to 6.00pm.

If we have any issues with students being collected after school such as taxis arriving late, parents being delayed etc, they will supervised in The Base until they can be collected. Parents/carers will be notified by the school office if your child has been placed into the afterschool provision.

The telephone number for parents to contact The Base during its opening hours, to collect students is 07927 912254.

Requests for communication from staff

If you need to speak to a member of staff, please email your request to office@jamesbateman.staffs.sch.uk

We aim to respond to all parent/carer enquiries within 48 hours. As teachers spend much of the school day delivering lessons and supporting students, this timeframe allows them to give your enquiry the attention it deserves.
All enquiries should be directed to a child's form tutor in the first instance, as they are best placed to understand the student's individual needs and circumstances. Where an issue remains unresolved, it will be escalated to the most appropriate member of staff for further consideration and support.
Please note that teachers are unable to meet with parents/carers who arrive at the school without a pre-arranged appointment. This ensures that teaching and other school responsibilities are not disrupted. If you wish to meet with a member of staff, please contact the school in advance to arrange a mutually convenient time.

Medicines in school

We discourage the bringing of medicines to the school. Health and Safety regulations render staff unable to administer them. A parent/carer must complete a 'request for school to administer medication' form before any medicines can be administered by staff in school. This form is available from the school office and can also be located on the school website (general letters) for ease of use.

There are, of course, exceptions to this, e.g. long-term illness or asthma. In these circumstances, medicines should be sent to the school office and clearly marked with students' names, the correct dosage and the time the medicines have to be taken (an administering medicine form must be completed). If prescription medicine, please send in to school in the original box. Where possible, members of staff will supervise the self-administration of medicine by students. In other circumstances the school will contact parents/carers to administer medicine. If a pupil needs a care plan, parents will be invited into school to clarify the student's needs.

If students are unwell before they come to school, please keep them at home. We appreciate that this may inconvenience you, but a warm classroom is an ideal place for germs and bugs to spread.

In the event of an accident or if students are unwell at school, then action will be taken. It may be that a little bit of sympathy or basic first aid may be enough, in which case the first aid staff or progress leader will deal with this. If further action is necessary parents/carers will be contacted either at home or work. It is for this reason that you must ensure that emergency contact numbers and details must be accurate and up to date.

The school complies with statutory allergy safety regulations for schools in England. All students with a known allergy are listed on an allergen register in case of emergency.

We ask that parents ensure their child's medical information is kept up to date and liaise with office staff if a healthcare plan is needed for a specific condition.
In the event of a known allergy sufferer needing medical attention, we ask that parents/guardians bring the appropriate treatment into school for safekeeping and complete an administering medicine form.
To keep our school community safe, James Bateman Middle School is a nut free school.

Trips and residential visits

We are proud to offer students a range of trips and residential visits each academic year. All visits are organised strictly within the terms of the school's rigorous policy and are subject to advance approval by the Governors. Participation in trips is dependent on behaviour of students and attendance records.

We respectfully ask that parents/carers adhere to the payment plans and deadlines provided in visit information letters. This supports the school in meeting booking commitments and helps ensure that no student misses the opportunity to participate in their chosen visit due to late payment.

Parking outside school

We would like to kindly remind everyone to be mindful when parking near the school during drop-off and collection times.
Please ensure that vehicles are parked safely and considerately, taking care not to block driveways, entrances or access to neighbouring properties and the bus stop. We appreciate that roads can become busy at these times, but it is important that residents are able to access their homes and that emergency and other essential vehicles can pass safely.
We ask all parents and carers to please allow a little extra time and park responsibly, even if this means parking a short distance further away from school.
Thank you for your cooperation and for helping us to maintain positive relationships with our local community.