

Visitor Code of Conduct

Summerhill School



Member of staff responsible for Policy	Mr Harris Headteacher
Applies to:	Everyone who visits or communicates with the school, including parent and carers
Review committee:	Summerhill Senior Leadership Team
Approval by:	Summerhill School Governors
Review frequency:	As necessary (In-line with any amendments to school policy, procedures, change in legislation or every 2 years.
Review ratification and summary:	See below
February 2025	Introduction (Review February 2027)

At Summerhill School, we value the importance of building positive relationships between parents, carers, visitors and the school community. In order to ensure that we create a respectful, supportive, and safe environment for all students and staff, we ask all visitors, including parents and carers, to adhere to the following code of conduct.

1. Respectful Communication

- All visitors including parents and carers should communicate with staff, students, and other parents/carers in a polite, respectful, and constructive manner. Disrespectful language, aggressive behaviour, or threats will not be tolerated.
- Any concerns or complaints should be addressed in a calm and respectful manner. Please follow the appropriate school channels, such as contacting the relevant teacher, Head of House, SLT member, or following the complaints process outlined on the website.
- An appointment will be required if you wish to meet with a member of staff.
- Please ensure that emails and correspondence are sent at respectable times of the day.

2. Respect for School Staff and Students

- Visitors including Parents and carers should support the school staff and respect the professional judgment of teachers and staff members.

- We expect all parents and carers to treat all students, staff, and members of the school community with respect.

3. Positive Role Models

- Visitors including Parents and carers are role models for their children and should act in a way that reflects the values of the school, including kindness, cooperation, and respect, to help us to create a positive environment where students feel safe, supported, and encouraged to reach their full potential.
- The law makes parents responsible for their children's actions outside of school in the community (eg. Walking to and from school)

4. Confidentiality and Privacy

- Recording private conversations with the school covertly is strictly prohibited without the explicit consent of everyone present. This is to protect privacy and ensure that all interactions are conducted transparently and respectfully.

5. Engagement with School Events

- We encourage parents and carers to engage with the school through events, meetings, and communication. Your involvement plays an important role in the success of your child's education.
- If attending meetings or school events, please arrive on time and contribute constructively to discussions. If you are unable to attend, please inform the school in advance.
- All visitors must sign in at all times when entering the school premises.

6. Health and Safety

- Parents and carers are required to follow the school's health and safety policies.
- Children are prepared for school, i.e., on time/attending, dressed appropriately and in good health, are usually able to achieve more in the classroom.
- Any concerns about health and safety should be raised with the school immediately.

7. Compliance with School Policies

- Parents and carers are required to comply with the school's policies and procedures, including those relating to behaviour, attendance, and safeguarding.
- We ask that parents and carers work with the school to address any issues related to their child's learning and well-being in a collaborative manner.

8. Use of Social Media

- We ask all parents and carers to be mindful of how they use social media when discussing the school or its staff, students, or other parents.

9. School Leadership

- Parents and carers are encouraged to cooperate with the school leadership team to resolve any issues or concerns. It is important that any disputes are resolved through open, honest, and respectful dialogue.
- Should any issue arise, please allow the school leadership team to address it appropriately, following our established procedures.

10. Behaviour Expectations

- Any behaviour that disrupts the functioning of the school, intimidates or harasses staff, students, or other parents, or is deemed to create an unsafe or hostile environment in the school will not be tolerated.
- The school has the right to take action if a parent or carer fails to adhere to this code of conduct.
- This may include:
 - Supportive interventions (e.g., meetings to resolve conflicts)
 - A warning, written or verbal
 - Referral to other authorities, such as the police in serious cases
 - Restricted access to school premises
 - Restricted access to the school's staff

Conclusion

This code of conduct is in place to maintain a respectful, positive, and safe environment for everyone in our school community.

We believe that by adhering to this code of conduct, we can work together to support a safe, respectful, and effective learning environment for all students.

Summerhill School is committed to fostering positive relationships between parents, carers, and the school, and we appreciate your cooperation in maintaining these high standards.

If you have any questions or concerns regarding the code of conduct, please do not hesitate to contact the school.

Thank you for your support.