

**Conduct agreement between XXXXXXX and West Earlham Infant and Nursery School.**

This agreement is written to enable XXXXXX and the staff of WEINS to work effectively together. It is drawn from ‘Adult Conduct in and around the school premises’ document.

The following lays out the expectations we have of all families. It can be used as a ‘conduct agreement’ when restoring relationships with individuals. It is used to build trust and restore appropriate conduct so that any issues and concerns can be addressed in the appropriate manner enabling children, staff and families to feel secure about being in school.

We as staff, governors and families expect:

* Families to try and resolve issues informally, face to face with the appropriate member of staff or to seek advice from a more senior member of staff
* Families to follow the routines and procedures for dropping off and collecting children, including outside of normal times
* Families to be punctual in dropping off and collecting children and to listen to staff about necessary changes of these arrangements
* Families to talk to staff in a calm and reasonable way or to ask for help if they are feeling worried or distressed about a particular issue
* Staff, children, other families or governors will not accept abuse, insults or threats, veiled threats, either verbally, physically or using technology or social media
* Families will be reasonable in their requests of staff and governors and be respectful of the needs of other families
* Families will keep appointments with staff members as far as is possible
* Concerns about the conduct of another child or their parent/carer should be dealt with by the school not directly by a parent
* For social media not to be used to bring the school into disrepute or for issues to be aired about an individual member of staff, governor, parent or a child.
* No adult/individual will brought on to the school premises who may pose a risk, to staff, children or other families
* Fizzy drinks, sweets or crisps are not brought on to the site unless part of a planned event
* For all adults visiting the school to be respectful of our neighbourhood, by parking legally, not dropping litter and by conducting themselves appropriately around the school premises and neighbourhood.
* For families to use the complaints procedure if they wish to complain more formally

In addition:

* Adults may not smoke or consume alcohol or recreational drugs on or near the school premises
* We respectfully reserve the right to ask any person wearing clothing which may cause offence to others, to leave the premises

We suggest that this is appropriate conduct for all families wishing to enter our premises. We may on occasion, formally ask a family member to sign a written agreement to ensure this has been fully understood. We will always ask this of a parent/adult/family member if a ban has been imposed. This is done in a conciliatory and restorative manner. Failure for a family member to agree to the above may result in senior leaders, local authority and governors withdrawing consent to enter the premises or continuation of the ban until such time the family member agrees to the conduct agreement. This is a last resort we would always aim to avoid.

Our school works on restorative principles and can move forward positively after a time of difficulty with an individual.

None of the content above prejudices your child’s right to attend school.

I XXXXXXX, agree to working with the staff of WEINS as laid out in this conduct agreement.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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