

West Wittering Parochial C.E. Primary School

Enjoy, Achieve, Aspire



Codes of Conduct

As part of West Wittering Parochial CE Primary School we all follow a special Code of Conduct so we can achieve our full potential!

Staff at school will:

- Treat pupils with respect
- Know their children and know their names
- Have high expectations of themselves and their pupils
- Model good behaviour
- Teach and promote social and emotional aspects of learning
- Investigate incidents carefully and promptly listening to both sides
- Ensure the classroom and other areas of the school provide a safe and attractive learning environment.
- Prepare lessons carefully to meet the needs and abilities of all pupils
- Let you know how your child is doing at school, at work and at play
- Involve pupils in deciding the class and school rules
- Work with families and other agencies to ensure smooth transition

Children will:

- Arrive at school in good time
- Treat adults and other pupils with respect
- Work hard in class and allow others to work
- Respect and follow the agreed class and school rules
- Look after other people in the school
- Report bullying or any accident or other incident
- Look after the school equipment

Family Will:

- Ensure their child arrives in good time and with the correct clothing and equipment
- Ensure that on school days children have had a good nights sleep and have eaten breakfast
- Treat school staff and other school families with respect
- Let the school know if and why their child is not at school today
- Model good behaviour to their children particularly around the school site.
- Respect the school and class rules
- Park appropriately and encourage safe use of the zebra crossing
- Attend parents' evenings and discussions about my child's progress

- Notify the school of their child's needs
- Ensure that holidays are booked outside of the 190 days the children are expected in school

Additional Codes of Conduct:

Volunteer Helpers Code of Conduct

- Please sign in and out of the building
- Please stay within the areas that are necessary for your visit
- Smoking, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point closest to where you are in the building so that you can be accounted for.
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
- Do not take/use images of pupils/students unless approved to.
- Do not use mobile phones in the presence of pupils.
- Computers are not to be used unless you are approved to do so.
- You will be expected to comply with the school's confidentiality policy.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher/DSL (Mr Matthews) or Mr Weston / Mrs Bowman who are the deputy DSL's for the school.

Contractors Helpers Code of Conduct

- Please sign in and out of the building
- Work safely and responsibly and be aware of responsibility for own actions and behaviour. It is the responsibility of all adults to safeguard and promote the welfare of children and young people.
- Avoid contact with children. **Never** give your personal contact details to children or young people.
- Never be in contact with children without school supervision.
- Stay within the agreed work area and access routes, obtain permission if you need to go outside these areas.
- Keep staff informed of where you are and what you are doing.
- Do not use profane or inappropriate language.
- Dress appropriately.

- Remember your actions, no matter how well intentioned, could be misinterpreted. Be mindful of the need to avoid placing yourself in vulnerable situations.

Visitors Helpers Code of Conduct

- Please sign in and out of the building
- Please stay within the areas that are necessary for your visit
- Smoking, vaping, consuming alcohol or any illegal substance is prohibited at all times.
- If you hear the fire alarm sound, report to the fire assembly point on the playground so that you can be accounted for.
- If you are working with children/pupils lead them to safety and inform a member of school staff so that registers can be taken.
- Do not take/use images of pupils/students unless approved to.
- Do not leave equipment unattended.
- Do not use mobile phones in the presence of pupils.
- Computers are not to be used by visitors, unless you are approved to.
- You will be expected to comply with the school's confidentiality policy.
- Any safeguarding or child protection concerns or disclosures must be reported immediately to the Headteacher/DSL (Mr Matthews) or Mr Weston / Mrs Bowman who are the deputy DSL's for the school.