



St Andrew's CofE Primary School

Parent & Carer Code of Conduct: Ensuring a Safe and Respectful Environment for Our Community

We value your partnership in creating a safe, positive, and secure environment for every child. To maintain this, we kindly ask that all parents, carers, and visitors adhere to the following essential protocols.

1. Drop-off & Collection Protocol: Safety is Non-Negotiable

- **Authorised Adults Only:** Only pre-approved adults or designated older siblings may drop off or collect a child. This is a fundamental safeguarding requirement.
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2. Respect & Communication: Leading by Example

We expect all adults to be excellent role models for our children.

- **Polite Interactions:** Please treat all pupils, staff, and other parents with respect and use polite, courteous language at all times.
 - **Appropriate Conduct:** Shouting, swearing, aggressive, or abusive conduct will not be tolerated on school grounds. Please model the positive behaviour we teach our pupils.
 - **Addressing Concerns:** Do not approach another child or parent to deal with a matter yourself. If you have a concern about another child, please raise it immediately with the office staff or the adult on duty. They are trained to manage these situations appropriately.
 - **Meeting with Staff:** Teachers need their full focus on the children during drop-off and collection. If you need a private discussion or a more in-depth conversation with a teacher, please make an appointment through the school office so we can allocate the time you need and deserve.
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3. Safety & Traffic: Our Shared Responsibility

Your cooperation is vital to keep our site safe, particularly during busy times.

- **Active Supervision:** You must actively supervise your children while on school grounds before and after the school day.
 - **Out of Bounds:** The Forest School Area and all Play Equipment (climbing frames, etc.) are strictly not to be used at drop-off and collection times. These areas are only safe for use under direct school staff supervision.
 - **Scooter/Bike Rules:** All users of scooters, balance bikes, and bicycles must dismount at the green gates upon entering the school site. Please walk them to and from the storage area.
 - **Traffic Rules:** Strictly follow all traffic rules, speed limits, and designated drop-off/pick-up procedures. For the safety of everyone, all families must use the designated zebra crossing to avoid crossing at the car park entrance.
 - **Entering the Building:** All visitors entering the school building must sign in at the main office first, without exception.
 - **Dogs on Site:** Dogs should not be brought past the green gates into the playground. Dogs cannot be left unattended at any time.
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4. Environment & General Rules

- **Keep it Clean:** Please help us keep the grounds tidy by using the bins provided for litter.
 - **Respect Property:** Do not damage or misuse school property or equipment.
 - **Substance-Free Zone:** School grounds are strictly smoke-free, vape-free, alcohol-free, and drug-free zones at all times.
 - **Staff Directions:** You must comply with directions given by any school staff member, particularly in the event of an emergency or any matter relating to safeguarding.
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By being on school property, you agree to abide by this Code of Conduct. Failure to follow these rules may result in formal action by the school.

Thank you for your continued support.

Adopted: November 2025

Review Date: September 2028