



FOREST PARK PREPARATORY SCHOOL

Respect Policy

This policy applies to all pupils in the school, including in the EYFS.

Revised	May 2025
Date for Revision	September 2025
Annual Review	Autumn Term
Nick Tucker	Headteacher

Rationale

At Forest Park Preparatory School we believe staff, parents and children are entitled to a safe and protective environment in which to learn and work. We strive to ensure that our school offers a warm and nurturing environment in line with the school code of conduct and behaviour policy. All members of the school community and visitors should demonstrate mutual respect.

To work and grow together we use restorative approaches as the foundation of our practice. Any behaviour that may lead to feelings of harassment, alarm or distress to members of our community, will not be tolerated and action will be taken.

Aims

- To facilitate a whole school community ethos of respect
- To promote dignity in the workplace for our staff
- To promote resilience through restorative approaches

Expectations

- That all adults (staff, governors, parents, carers and volunteers) set a good example to children at all times, showing them how to get along with all members of the school and the wider community.
- That no one - staff, governors, parents, carers, volunteers or children be subjected to abusive behaviour or any form of threats from visitors on the school premises.
- That physical attacks and threatening behaviour, verbal or written abusive or insulting language (including on social media), to staff, governors, parents, carers, volunteers, children and other users of the school premises will not be tolerated and may result in a ban from school premises and/or Police action.

Access to school grounds

School premises are private property and therefore schools may decide who may access the grounds. Parents and carers by their connection to the school have been granted permission to be on school premises at designated drop off and collection times only or by agreement with Forest Park admin or SLT member. This however can be rescinded if action or behaviour warrants such response.

For Safeguarding and Child Protection reasons parents are not permitted to enter the school, cloakrooms and classrooms without prior arrangement with school staff. This procedure also extends to extra curricular clubs and activities taking place in all internal and external areas of the school site. Parents will wait in the designated pick up and drop off areas.

The public has no automatic right of entry onto school premises. All visitors must seek permission to be on school premises by appointment.

It is an offence under section 547 of the Education Act 1996 for any person (including a parent) to cause a nuisance or disturbance on school premises. Such as trespass, public disorder and criminal damage. If an individual displays or engages in concerning, threatening or abusive behaviours towards staff, pupils or other parents, school may seek to ban those individuals from entering school grounds or premises.

Under section 547, school staff have a right to make a report to the Police and request their assistance under such circumstances. Should parents or carers be banned, the responsibility to make alternative arrangements for bringing children to school is that of the parent/carer.

Guidelines:

Types of behaviour that are considered serious and unacceptable and will not be tolerated towards any member of the school community:

This is not an exhaustive list but seeks to provide illustrations of such behaviour:

- Shouting, either in person or over the telephone

- Speaking in an aggressive/threatening tone
- Physically intimidating e.g. standing very close
- The use of aggressive hand gestures/exaggerated movements
- Physical threats
- Shaking or holding a fist towards another person
- Swearing and name calling
- Pushing, slapping, punching, hitting or kicking
- Racist, homophobic or other hateful behaviours
- Sexist comments or sexual innuendo
- Disrespecting religion or belief
- Aggressive, threatening or disrespectful written communication with staff
- Inappropriate posting on Social Networking sites which could bring the school into disrepute or be deemed as bullying or a hate related comment

Communication Guidelines

Email

Email is quickly becoming the primary form of communication between home and school. Due to the nature of a teacher's roles and responsibilities, they do not always have immediate access to email. As email is public record, the guidelines listed below are meant to improve the use of email as an effective communication tool for parents, while maintaining the confidentiality of our families.

Because emails can be easily misinterpreted, "tone" and "respect" are paramount in all communications. Before clicking "send", parents should reread their email at least once to make sure that they are communicating the information accurately and with a neutral respectful tone. All communication must respect the dignity of the recipient and abide by the school's Home School Agreement.

The following outlines the school policy with regard to email communication between home and school.

1. Within 24 hours - receipt of an email will be acknowledged (during term time but not over a weekend or published school holidays).
2. Within 3 working days - provide a response to the email by telephone, face to face or in writing (including an email). This may include informing the sender that more time is required to provide a full response. If this is the case Forest Park staff will indicate a timeframe in which a response should be expected.
3. If a member of staff is not able to deal with the email directly then they will pass it on to the most appropriate person and inform the sender that they have done so.
4. Staff will not be expected to monitor or respond to emails outside of their normal working hours (including weekends and published school holidays). Whilst parents may compose emails at hours to suit their own needs we would ask that emails are not normally sent outside of a member of staff's normal working hours. Mobile phones and other electronic devices that enable staff to access their school emails when away from school can make it difficult to 'ignore' a message from a parent, leading to unnecessary worry and anxiety on the part of the staff.
5. When teachers are absent from school, cover teachers will not read or respond to email communications and absent staff will not respond until they are back in school.

6. Whilst this is rare, if a member of staff receives an email which is of an aggressive tone, sets unreasonable demands or could otherwise be interpreted as harassing, they will refer this to the headteacher, who will decide if further action is required and whether the communication's content complies with the 'Parent Home School Agreement Policy'.

School Email Addresses:

Pre Prep: lrichardson@forestparkprep.co.uk

Reception: ntaylor@forestparkprep.co.uk

Year 1: sdauncey@forestparkprep.co.uk

Year 2: lflorin@forestparkprep.co.uk

Year 3: smoores@forestparkprep.co.uk

Year 4: tlynn@forestparkprep.co.uk

Year 5: apawson@forestparkprep.co.uk / dhewitt@forestparkprep.co.uk

Year 6: acrane@forestparkprep.co.uk

Music: pwainwright@forestparkprep.co.uk

Sport: admin@forestparkprep.co.uk

School Office: post@forestparkprep.co.uk / office@forestparkprep.co.uk

Headteacher: ntucker@forestparkprep.co.uk

SENCo/Learning Support: dhewitt@forestparkprep.co.uk

Wraparound Care: lwilliams@forestparkprep.co.uk / lelliott@forestparkprep.co.uk / kmiller@forestparkprep.co.uk

Holiday Club: FUN-services@hotmail.com / ruth@bitesize-bootcamp.com

Social Media

Social networking sites such as Facebook, Instagram and Twitter are now widely used. Also group messaging services (such as WhatsApp) are also becoming increasingly used as a communication tool by many. This type of media allows people to communicate in ways that were not previously possible and have great benefits. However, such sites can sometimes be inappropriately used by a minority as a means of expressing negative or offensive views about schools and their staff.

This document sets out Forest Park Preparatory's approach to parental use of such sites and sets out the procedures we will follow and action we may take when we consider that parents have used such facilities inappropriately.

When we have referred to "parent" in this document, we also include carers; relatives; or anyone associated with the School.

Objectives

The purpose of this policy is to:

- Encourage social networking sites to be used in a beneficial and positive way by parents;
- Safeguard pupils, staff and anyone associated with the school from the negative effects of social networking sites;
- Safeguard the reputation of the School from unwarranted abuse on social networking sites;
- Clarify what the School considers to be appropriate and inappropriate use of social networking sites by parents;
- Set out the procedures the School will follow where it considers parents have inappropriately or unlawfully used social networking sites to the detriment of the School, its staff or its pupils, and anyone else associated with the School; and
- Set out the action the School will consider taking if parents make inappropriate use of social networking sites.

Appropriate use of social networking sites by parents

Social networking and messaging sites have potential to enhance the learning and achievement of pupils and enable parents to access information about the School and provide feedback efficiently and easily. In addition, the School recognises that many parents and other family members will have personal social networking accounts, which they might use to discuss/share views about school issues with friends and acquaintances.

As a guide, individuals should consider the following prior to posting any information on social networking sites about Forest Park Preparatory School, its staff, its pupils, or anyone else associated with the School:

- Is the social networking site the appropriate channel to raise concerns, give this feedback or express these views?
- Would private and confidential discussions with the School be more appropriate? E.g. if there are serious allegations being made/concerns being raised. Social media/internet sites should not be used to name individuals and make abusive comments about those people. Please contact the school to discuss any concerns you may have.
- Are such comments likely to cause emotional or reputational harm to individuals which would not be justified, particularly if the School has not yet had a chance to investigate a complaint?
- The reputational impact that the posting of such material may have to the School; any detrimental harm that the School may suffer as a result of the posting; and the impact that such a posting may have on pupils' learning.

Inappropriate use of social networking sites by parents

Although social networking sites or group messaging sites may appear to be the quickest and easiest way to express frustrations or concerns about the School (and those associated with it), it is rarely appropriate to do so. Other channels, such as a private and confidential discussion with the School, where the child's class teacher should always be the first port of call, or using the School's formal complaints process are much better suited to this.

The School considers the following examples to be inappropriate uses of social networking sites. (This list is non-exhaustive and intended to provide examples only):

- Making allegations about staff or pupils at the School/cyber-bullying;
- Making complaints about the School/staff at the School;
- Making defamatory statements about the School or staff at the School;
- Posting negative/offensive comments about specific pupils /staff (either named or implied)at the School;
- Posting racist comments;
- Posting comments which threaten violence.

Parents should also ensure that their children are not using social networking/internet sites in an inappropriate manner. It is expected that parents/carers explain to their children what is acceptable to post online. Parents/carers are also expected to monitor their children's online activity, including in relation to their use of social media.

Procedure the School will follow if inappropriate use continues

The School will always try to deal with concerns raised by parents in a professional and appropriate manner and understands that parents may not always realise when they have used social networking sites inappropriately.

Therefore, as a first step, the School will usually discuss the matter with the parent to try and resolve the matter and to ask that the relevant information be removed from the social networking site in question. If the parent refuses to do this and continues to use social networking sites in a manner the School considers inappropriate, the School will consider taking the following action:

- Take legal advice and/or legal action where the information posted is defamatory in any way or if the circumstances warrant this;
- Set out the School's concerns to you in writing, giving you a warning and requesting that the material in question is removed;
- Contact the Police where the School feels it appropriate – for example, if it considers a crime (such as harassment) has been committed; or in cases where the posting has a racial element, is considered to be grossly obscene or is threatening violence;
- If the inappropriate comments have been made on a school website or online forum, the School may take action to block or restrict that individual's access to that website or forum;
- Contact the host/provider of the Social Networking site to complain about the content of the site and ask for removal of the information;
- Take other legal action against the individual.

Responsibilities

It is the responsibility of the Head teacher and Governors to monitor and review this policy every three years.

Appendix

1) Under section 576 Education Act 1976, “parent” includes a child’s natural parents, anyone with Parental Responsibility for the child or anyone who is caring for a child.

2) **Procedure to address inappropriate behaviour by adults in our school community**

At Forest Park Preparatory School we operate a ‘zero tolerance’ stance on the use of inappropriate behaviour anywhere on the school site or via social media.

***Inappropriate behaviour means disrespectful conduct towards people or property within the school site or via social media.*

We expect:

- That adults set a good example to children at all times, showing them how to respect all members of our school family and the wider community;
- That no members of staff, parents or children are the victims of abusive behaviour or threats from other adults on the school premises or via social media.

All staff and governors agree that any adult found to be using inappropriate behaviour towards other adults or children should be investigated by the Senior Leadership Team / Bellevue Governing body.

All instances will be recorded and perpetrators reminded about Forest Park’ Zero Tolerance stance on inappropriate behaviour.

Recurrence of all antisocial behaviour may result in removal from the school site and consultation with the Local Authority or Police as appropriate.

END