

Code of Conduct for Meetings

The Headteacher and the staff work very hard to build positive relationships with all parents however we are obliged to have procedures in place to ensure that meetings are conducted in a manner which reflects the caring ethos of our school. All meetings should be held on the understanding that school staff and parents need to work together for the benefit of the children.

- Names and roles of all people attending the meeting should be made clear to all parties in advance.
- School will only hold meetings with people who have parental responsibility for the child involved.
- Where a parent wishes to bring another family member or relative to the meeting for emotional support this must be agreed with school prior to the meeting.
- Matters to be discussed at should be outlined by the person requesting the meeting in advance to allow time for the formulation of a response.
- Attendees should recognise that all members of the school community have the right to be treated with respect and should reflect this in their own speech and behaviour.
- All attendees should be given an opportunity to express their viewpoints without interruption and should similarly listen to the views of others.
- Parents should seek to clarify a child's version of events by listening to the viewpoint of the school in order to bring about a resolution.
- Aggression either physical or verbal will not be tolerated in any form and will lead to the termination of the meeting.
- Defamatory, offensive or derogatory comments regarding any members of the school community will not be tolerated.
- Notes will be taken in informal meetings and can be viewed by any person present following the meeting.
- More detailed records in the form of minutes will be taken in formal meetings using either a minute taker or a Dictaphone in agreement with all parties. These will then be shared with following the meeting along with a letter outlining the resolution or next actions to be taken.

This code of conduct will be shared with parents in advance and meetings will take place on the understanding that all parties agree with the statements therein.