



Nettlebed Community School
High Street, Nettlebed, Oxon, RG9 5DA
Tel: 01491 641328
Email: office.2504@nettlebed.oxon.sch.uk
Headteacher: Mrs Bethany Greenwood

| STATUS: | |
|---|----------------------------|
| RECOMMENDED | STATUTORY ✓ |
| REVIEW FREQUENCY | Two Years |
| DATE OF POLICY | April 2019 |
| DATE OF LAST REVIEW | September 2018 |
| REVIEW DUE | April 2021 |
| COMMITTEE | Resources Committee |
| Signed: Chair of Governors [Redacted Signature] | |



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Staff Code of Conduct

All staff members are expected to demonstrate consistently high standards of personal and professional conduct. The following statements are adapted from the Teachers' Standards (DfE 2011) and they define the behaviour and attitudes which set the required standard for conduct for staff.

1. Staff should maintain high standards of ethics and behaviour, within and outside school, by:
 - a. treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries
 - b. having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - c. showing tolerance of and respect for the rights of others
 - d. not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - e. ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
2. Staff must have proper and professional regard for the ethos, policies and practices of Nettlebed school and maintain high standards in their own attendance and punctuality.
3. Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.



Code of Conduct with Parents

In reception area

- We always greet with a smile and a warm welcome – no matter how we are feeling inside or what is happening around. Parents and children need to feel the love and warmth of your care.
- Parents need to know that their child is liked and that we have their best interests at heart.
- Parents are not to leave reception area unattended and allowed to go through the school to children's classrooms.
- If a child comes in late and is finding it tricky to go to class, an adult must come and meet with them. They are then that adult's responsibility and responsible for getting the child to class. If you are struggling then please make sure you get another adult to support.

During Parent meetings during usual school days

- Please invite the parent into a space and sit down. It shows them that the talk is valuable of your time. Avoid chats which are quite personal and sensitive whilst at the door to the playground or in other public spaces. If a discussion becomes more sensitive and you are in a public space, please stop the chat and invite the parent to go somewhere more private.
- Please do not tell a parent that their child has done something wrong in front of other parents.
- Please make sure all parents know **THAT DAY** if their child has been hurt in some way, had an accident or a behaviour issue has occurred. Imagine if it was your child and you would want to know.
- Please do not say "I don't know as I don't teach that" – rephrase and make it sound like more of a team effort. That way we are showing we are taking responsibility for the children regardless of whether we teach them for that or not.

At parent's evening

- Greet with a smile and say something lovely about their child. The parent must feel that you know their child and that they are liked. Please also discuss their child's wider likes and activities in school such as clubs, house captains etc
- Talk about progress and attainment. Please avoid terms such as 'doing fine'. We need to be aspirational and talk about challenge and reaching their potential. Some parent's get frustrated at knowing their child is ticking along.



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During assemblies

- Children need to be led in smart, silent and in line.
- Staff are responsible for their class during assembly.
- If talking during an assembly, please stand up so all can hear you and you can address the room