

# ROPSLEY CHURCH OF ENGLAND PRIMARY SCHOOL

## RESPECT POLICY

March 2022

### Introduction

Our vision is to be a caring, happy and inclusive church school that is at the heart of our community. This vision is supported by values which govern the behaviour expected from staff, pupils, parents/carers and visitors. These values are:

Trust  
Hope

Friendship  
Thankfulness

**Respect**  
Love

The values are embraced by school staff as they educate our pupils and engage with their parents/carers. They are constant reference points for pupils as their personalities and skills develop under our guidance. In turn, parents/carers have a key role to play in supporting these values whilst engaging with school staff and each other.

This policy outlines how our staff and parents/carers should work together with mutual respect. It covers the general principles of good conduct and communication. School is governed by policies which are drafted by the Senior Leadership Team and formally approved by the Governors. This governance process is underpinned by a real desire to deliver our vision through our values.

We believe that the behaviour of the adults in our community is an important reference point for our pupils. This is particularly true regarding the use of social media.

### Policies

School Policies are public documents which are available on the School Website. Parents/carers are told this when their child starts at School. When appropriate, reference to School Policies is made in communications between staff and parents/carers.

All policies contain an initial summary explaining how they each support the delivery of our vision and values. There is a formal timetable for the Governors to review the continuing relevance of policies in the evolving social landscape.

### Staff/Parent Partnership

Staff and parents/carers are a partnership. This key relationship is founded on mutual respect, politeness and good communication.

For their part, staff will ensure that appropriate messages are passed to parents/carers regarding pupil progress, health or behavioural issues in a timely manner. Parents/carers may also have important messages for staff regarding a wide range of issues. These messages may be passed face to face, or via email or letter.

In face to face meetings, it is important that parents/carers are sensitive to the pressures staff may be under, particularly at the busy times at the beginning and end of the school day. In some cases, an appointment with the class teacher or headteacher may be appropriate. Such appointments should be made through the School Office.

In terms of electronic communication, parents/carers are expected to use the school's email address. Staff's personal email addresses are for their private use. At the class level we use a system called "Dojo" to share class and individual pupils' achievements; for Reception pupils there is a separate system called "Tapestry". Both systems have the facility for parents to message class teachers directly. We firmly believe that this approach supports an effective and strong partnership between our staff and school families.

In an emergency, the school answerphone is available. This system is monitored regularly by senior staff.

Should a parent/carer feel that an issue they have raised has not been dealt with satisfactorily, the School Complaints policy (available on the School's Website under "Policies") outlines the way to move forward.

At all times the behaviour of staff and parents/carers is expected to be polite. Appendix 1 outlines examples of disrespectful behaviour sometimes encountered in schools.

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**Appendix 1 – Examples of behaviour not in keeping with this policy**

**Person to Person**

- Use of a raised voice or aggressive/offensive language
- Invasion of personal space
- Public criticisms of competence
- Criticisms of other family's children
- Approaching someone else's child to chastise them.
- Entering the school and disrupting teaching

**By Phone**

- Recording of calls without permission

**By Email / Dojo / Tapestry / Letters**

- Critical/defamatory emails/letters
- Use of private email addresses
- Demands for responses with unreasonable timeframes
- Frequent messages (daily) asking for updates or information
- Expecting staff to respond to messages in 'quiet hours.' These are 6pm until 7.30am Monday to Friday and weekends and holidays.

**Via Social Media**

- Posting libellous or defamatory comments about the School, its staff or pupils on Facebook or other social network sites
- Cyber bullying
- Posting images of other people's children or members of staff without permission.