



Bringing out the best in every one

NCBIS

Since 1978

NEW CAIRO BRITISH INTERNATIONAL SCHOOL



Name of Policy:	NCBIS Community Courtesy Agreement
Applicable to:	All NCBIS stakeholders
Effective date:	November 2019
Date of next review:	November 2024

NCBIS Community Courtesy Agreement

As partners, our parents will understand the importance of a good working relationship to equip children with the skills to succeed beyond their school life. As a school we continue to welcome and encourage parents/carers to participate fully in the life of our school, so that we can continue to develop. The purpose of this document is to provide a reminder to all parents and carers to our school about their expected relationship with the staff in order to support their children to flourish, progress and achieve in an atmosphere of mutual understanding at NCBIS.

Guidance

As well as following the guidance set out in our Home-School Agreement, we expect parents, carers and visitors to:

- Understand that school staff and parents need to work together for the benefit of all
- Respect and model the caring ethos of our school whenever on school premises or when communicating directly with the school.
- Demonstrate that all members of the school community should be treated with tolerance and respect and therefore set a good example in their own speech, conduct and behaviour.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Correct own child's behaviour, especially in public, where it could otherwise lead to conflict, inappropriate behaviour or unsafe behaviour.
- Approach the right member of staff to help resolve any issues or concerns. There are clear guidelines about which staff member to contact about specific issues which are available on our website. In the first instance, always speak to the class/subject teacher.

In order to support a peaceful and safe school environment we ask that parents, carers and visitors refrain from the following:

- Disturbing school staff and trying to speak to them whilst they are supervising children
- Breaching school security procedures.
- Attempts to gain entry to any part of the school in disregard of procedure or without permission and appropriate supervision.
- Disruptive behaviour which interferes or threatens to interfere with the operation of a classroom, an employee's office, office area or any other area of the school grounds including team matches.
- Using loud and/or offensive language, swearing, cursing, using profane language or displaying temper.

- Threatening to do actual bodily harm to a member of staff, Governors, visitors, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.

- Damaging or destroying school property.
- Abusive, persistent or threatening emails or text/voicemail/phone messages or other written communication.
- Defamatory, fake, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school on Facebook/Whatsapp or other social media platforms (please see further guidelines below). Any concerns you may have about the school must be made through the appropriate channels by speaking to the class teacher, the Headteacher or the Chair of Governors, so they can be dealt with fairly, appropriately and effectively for all concerned.
- The use of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child or any other child in the school.
- Smoking and consumption of alcohol or other drugs whilst on school property.

If the school suspects, or becomes aware, that a parent has breached **any** of the above points in the courtesy agreement, the school will gather information from those involved and speak to the parent about the incident.

Depending on the nature of the incident, the school may then:

- Send a warning letter to the parent
- Invite the parent into school to meet with a senior member of staff or the Principal
- Contact the appropriate authorities (in cases of criminal behaviour)
- Seek advice from [our legal team/the local authority's legal team/the trust's legal team] regarding further action (in cases of conduct that may be libellous or slanderous)
- Ban the parent from the school site

The school will always respond to an incident in a proportional way. The final decision for how to respond to breaches of the code of conduct rests with the Principal.

The Principal will consult the chair of governors before banning a parent from the school site.

We trust that parents and carers will assist our school with the implementation of this code of conduct and we thank you for your continued support of the school.

Additional information: Inappropriate use of Social Media

Social media websites are being used increasingly to fuel campaigns and complaints against schools or to share inappropriate information, e.g. naming children involved in incidents, sharing confidential information

regarding an aspect of school life, making allegations or accusations or sharing false news. NCBIS considers the use of social media websites or Apps in this way as unacceptable and not in the best interests of the children or the whole school community. Any concerns you may have should be made through the appropriate channels by speaking to the class teacher, the leadership team or the Principal so they can be dealt with fairly, appropriately and effectively for all concerned.

In the event that any pupil or parent/carer of a child/ren being educated in the NCBIS is found to be posting libellous, fake or defamatory comments on Facebook or other social network sites or Apps, they will be reported to the appropriate 'report abuse' section of the network site. All social network sites have clear rules about the content which can be posted on the site and they provide robust mechanisms to report contact or activity which breaches this. The school will also expect that any parent/carer or pupil removes such comments immediately.

In serious cases, the school will also consider its legal options to deal with any such misuse of social networking and other sites. Additionally, and perhaps more importantly, is the issue of cyber-bullying and the use by one child or a parent to publicly humiliate another by inappropriate social network entry. We will take and deal with this as a serious incident of school bullying. Thankfully such incidents are extremely rare.

We would like to ask parents to make all persons responsible for collecting children aware of this guide.