



Leigh Academy Milestone

Families' Code of Conduct and Home–Academy Agreement

1. Purpose and Scope

At Leigh Academy Milestone, we believe in fostering strong, collaborative relationships between the academy and families to support the success and well-being of every child/young person. This agreement sets out:

- The commitments made by the academy and families.
- Clear expectations for behaviour from all members of our community.
- Procedures for addressing breaches of conduct.

We are committed to creating a safe, respectful, and inclusive environment that promotes positive behaviour and high standards of learning.

Throughout this document:

- The term *families* refers to anyone with parental responsibility or anyone who cares for a child/young person (e.g. grandparents, guardians, or child-minders).
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2. The Academy's Commitments

The academy will:

- Treat all children/young people, families, and members of the academy community with respect.
- Be welcoming, inclusive, and encourage engagement with families in all aspects of academy life.



- Encourage family involvement in academy life and value their perspectives.
 - Provide a happy, safe and stimulating environment for learning.
 - Deliver a broad, balanced, and engaging curriculum through high-quality teaching.
 - Communicate regularly with families about each child/young person's progress, including:
 - Two consultation meetings per academic year.
 - An annual review for pupils with an Education, Health and Care Plan (EHCP).
 - Share information about academy events through home–academy diaries, newsletters, and the academy website.
 - Promptly raise any concerns with families.
 - Ensure staff listen to and support children/young people with empathy and care.
 - Share and uphold the academy's Behaviour Policy.
 - Set appropriate home learning activities when relevant and appropriate.
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3. Expectations of Families

We ask that families and visitors to the academy:

- Show respect to staff, children/young people, and other families.
- Support and uphold the academy's ethos, values, and vision.
- Work in partnership with staff in the best interests of each child/young person.
- Model positive behaviour and respectful communication at all times.
- Approach academy staff calmly and constructively with any concerns.
- Support their child/young person's learning and development at home.



- Promote positive behaviour and reinforce the principles in the Behaviour Policy.
 - Attend consultation meetings and stay informed about their child/young person's progress.
 - Ensure their child/young person attends regularly and on time.
 - Update the academy promptly with any changes to:
 - Contact information.
 - Medical needs or medication.
 - Home circumstances that may impact well-being.
 - Make sure their child/young person is collected promptly if unwell.
 - Share details of any professional support involved in their child/young person's care or development.
 - Communicate through appropriate channels (e.g. class email or phone) about absences, appointments, or alternative collection arrangements.
 - Participate in academy life and activities.
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4. Behaviour That Will Not Be Tolerated

To maintain a safe and respectful environment, the following behaviours are unacceptable and will result in appropriate action:

- Disruption or threats to academy operations, including events or fixtures.
- Swearing or use of offensive language.
- Aggressive tone, gestures, or body language toward staff, children/young people, or families.
- Threats or intimidation (verbal, physical, or written).



- Sending abusive messages (including texts, emails, or social media).
 - Posting defamatory or inappropriate comments about the academy or its community online.
 - Discussing sensitive academy matters on social media or in group chats.
 - Smoking, drinking alcohol, or using drugs on academy premises.
 - Bringing dogs onto academy grounds (except registered guide/therapy/mentor dogs).
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5. Joint Commitments

Together, the academy and families will:

- Support every child/young person to reach their full potential.
 - Promote responsibility, kindness, and respect for others.
 - Nurture confidence, self-esteem, and pride in achievement.
 - Share relevant information to support the child/young person's needs.
 - Work together to resolve concerns through open communication and the Leigh Academies Trust Complaints Procedure.
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6. Breaching the Code of Conduct

If a breach of this Code of Conduct occurs, the academy will:

- Investigate and gather information from all parties.
- Speak with the family member involved to discuss the incident.



Depending on the severity, the academy may:

- Issue a written warning from the **Principal**.
- Invite the family for a meeting with a senior member of staff or the **Principal**.
- Refer the matter to external authorities (e.g. police) where appropriate.
- Seek legal advice regarding defamatory or harmful conduct.
- Ban the individual from academy premises (temporarily or permanently).

The academy will always respond proportionately and fairly. The final decision on how to respond to breaches of this Code rests with the **Principal**, who will consult the Chair of Governors before issuing a ban from the premises.

A formal ban letter will outline the duration and reason for the ban, including previous incidents and correspondence. It will also explain that failure to comply may lead to removal from the premises and potential prosecution under Section 547 of the Education Act 1996.

If you wish to make a complaint regarding any action taken by the academy, you may do so via our Complaints Procedure, available on our website.