



The Wembley Schools Federation  
**Lyon Park Primary School**  
Vincent Road, Wembley, Middlesex, HA0 4HH  
Executive Headteacher: Mr R Fenton  
Headteacher: Ms T Bhambra  
Chair of Governors: Miss I Yarde

## Code of Conduct

### Introduction

This Code of Conduct binds both committee and non-committee members of Lyon Park Primary School

These guidelines describe the basic expectations for behaviour and the importance for all members to conduct themselves professionally and ethically, and will run alongside our constitution, which is a legally binding document.

In order for the Parent Teacher Friends Association (PTFA) to function successfully it is essential that all members agree to follow these guidelines while in acting in association with the PTFA.

### The Code

- Any parent or guardian of a pupil attending Lyon Park Primary School and all members of school staff are deemed to be members of the PTFA, with the vested interest in enhancing the school for all pupils.
- All work done on behalf of the PTFA is voluntary and is done for no personal gain.
- All members will act in the best interest of the PTFA and the school.
- All members will be encouraged to make relevant and positive contributions to meetings they attend.
- All members have the right to be heard and must respect each other's opinions.
- All members have the right to communicate together responsibly. A central PTFA email address will be set up by the Committee and used for all communication relating to PTFA activities only, this email address will be monitored by designated Committee members. Any matters relating to the school, should be directed to the school office.
- Any items emailed through to the PTFA email address may not be answered immediately. All committee members work on behalf of the PTFA on a voluntary basis, in their free time and may not be able to address issues straight away. Any query raised will need to be discussed by the committee and if necessary will be added to their next meeting agenda.



- PTFA email address must not be misused in any way that could harm the school's reputation
- Improper language must not be used when communicating through emails
- Confidential information about the school, its pupils or staff, or other members of the community must not be shared
- You must not access, modify or share data you are not authorised to access, modify or share
- You must not promote private businesses, unless that business is directly related to the school
- Pupils personal details will not be shared in any form through the PTFA by the members, general data protection regulation (GDPR) rules must be adhered to at all times.
- The committee will work to the rules stated in their constitution. As per the constitution, decisions will be made by a majority vote of the elected committee members. The committee may from time to time consult with the wider membership, however the committee's decision is final.
- All members must ensure that any material or discussion of a confidential nature, especially matters concerning individual staff, pupils or parents/guardians, is confined to the meeting, attended only by elected committee members. Names will be blacked out of the meeting minutes, if necessary.
- The committee should be made aware of any conflict of interest and the person involved should withdraw from any discussion pertaining to that subject.
- All members must respect the School and personal property.
- All paperwork and assets relating to the PTFA are the property of the PTFA, and not that of the individual. When leaving the PTFA a member should return any relevant paperwork or assets to the PTFA Committee. All PTFA documents will be kept securely in the school office.
- Should it be deemed by the committee that any member has disregarded this code or their actions have brought the PTFA or the school into disrepute, the committee has the right to exclude that member from future involvement. The procedure for removal of a PTFA member or PTFA committee member is stated in the constitution.

