

PROPOSED BY THE MORNA PTA. EXAMPLE DOCUMENT. NOT YET ADOPTED

This document is a proposal put forward by the Morna International College PTA Wellness and Safeguarding Team. The values, framework, and rules contained within have not been formally agreed or adopted by Morna International College. It is offered as an example and starting point for discussion. The school is invited to review, adapt, and adopt it in whatever form works best for the community.

REQUIRES INDEPENDENT LEGAL REVIEW BEFORE ADOPTION

This document makes reference to Spanish private law, LOPIVI (Ley Organica 8/2021), and the Balearic Islands regulatory framework. The legal basis described reflects the PTA's understanding. The school must obtain independent legal advice from a qualified Spanish education lawyer before formally adopting this document.

Parental Code of Conduct

A proposed annex to the Enrolment Agreement: the mutual commitments between the school and every family, and the contractual basis of the school's Behaviour and Accountability Framework.

Academic Year 2026-2027 | Proposed by the Morna PTA | Pending independent legal review and formal school adoption

1. Purpose

This Code establishes a shared framework of accountability between Morna International College and every family enrolled at the school. It exists to protect every child, to ensure that when problems occur the response is consistent and transparent, and to make clear what the school and every parent commit to. It is a bilateral document: it places obligations on parents and on the school. It is not a punishment framework. It is a shared commitment to the safety, wellbeing, and education of every child, including the child who has caused harm, the child who has experienced it, and every child who has witnessed it.

The values that underpin this Code are proposed by the PTA and have not yet been formally adopted by the school: *We stand up for each other. It's what's inside that counts. We don't leave anyone behind. We keep it real. We grow together.* Once adopted, these values are the reason every provision of this Code exists.

2. Parties and legal basis

- This Code is an annex to the Enrolment Agreement between the parents or legal guardians and the school's owning entity. It is incorporated by reference into that agreement and accepted on enrolment and at each re-enrolment.
- As a private, non-publicly-funded school, the school sets its internal rules and norms of coexistence under the autonomy recognised by Article 25 of the LODE (Ley Organica 8/1985), within the limits of pupils' rights (LODE Article 6) and the requirement that all corrective measures be educational and proportionate (LOE Article 124).
- The school's norms of conduct are of obligatory compliance for pupils and families (LOE Article 124.2). The detailed conduct framework, classifications, measures, and guarantees are set out in the school's Behaviour and Accountability Framework, which forms part of the school's internal rules and is published to all families.
- Nothing in this Code limits the school's legal duties under LOPIVI (Ley Organica 8/2021), including its duty to act on indicios of violence and to refer matters to the competent authorities, nor any right of the family under applicable law.

3. What parents commit to

3.1 Supporting the framework

- To read the Behaviour and Accountability Framework, ensure their child understands the conduct expectations appropriate to their age before the start of each academic year, and support the school's values and disciplinary process rather than undermine them.
- To take active steps when notified that their child's conduct, in any of the framework's seven domains, requires correction: attending meetings, supporting agreed measures at home, and engaging with the support plan.
- Continued misconduct by a pupil after parental notification and a reasonable opportunity to address it constitutes a breach of this Code by the parent as well as by the child. This applies across all phases, pre-school through sixth form.

3.2 Parental conduct toward the community

- To treat staff, pupils, and other parents with courtesy and respect, on site, at school events, in written and electronic communication, and in public and social media comment about the school community.
- To raise concerns through the school's published channels, giving the school a reasonable opportunity to respond, rather than confronting other families' children or conducting disputes publicly.
- Not to make knowingly false or malicious allegations against a member of staff, a pupil, or another parent.

4. What the school commits to

These commitments are contractual and apply whenever a Tier B process under the Behaviour and Accountability Framework is opened:

- **Both families notified at opening.** The family of the child responsible and the family of any child affected are notified in writing within two working days of a process being opened, not only at resolution.
- **The right to be heard.** No serious measure is imposed without the pupil and parents being heard and their account recorded.
- **Written, reasoned decisions.** Every serious measure is communicated in writing with the facts found, the measure, its duration, and the reasons, with facts established on the balance of probabilities.
- **Written updates at each stage.** Investigation, decision, protective measures, and follow-up, with a follow-up meeting at one week and a review at one month in cases involving harm to a child.
- **Timescales.** The school acts within the prescription windows published in the framework; stale matters are not revived.
- **Review.** Families may request a review of any suspension or exclusion decision by the school's designated review body, which checks lawfulness under the framework, reasonableness, and procedural fairness.
- **Support for every child involved.** The support track of the framework runs for the child responsible as well as the child affected. Exclusion is an absolute last resort and is never applied informally.
- **Protection for those who report.** A child who reports in good faith will not be punished for reporting, and a parent who raises a concern in good faith will receive a substantive answer.

5. Pupil conduct

Pupil conduct expectations, the seven conduct domains, the two-tier classification, the sanction and support ladders, age banding, SEND safeguards, and all due process guarantees are set out in the

Behaviour and Accountability Framework. That framework, as adopted and amended by the school from time to time and published to families, governs. This Code does not duplicate it.

One framework, one record. All conduct matters are handled under the framework and recorded in the school's central conduct record, with both families informed of the classification applied and the mandatory response in any case involving harm to a child.

6. Parental breach: graduated response

Where a parent breaches this Code, the school responds in a graduated and proportionate way, mirroring the logic it applies to pupils:

STEP	RESPONSE
1	A meeting with the Head or a designated senior leader to name the concern and agree expectations.
2	A written reminder of the relevant commitments under this Code.
3	Reasonable, time-limited measures proportionate to the breach: for example, requiring communication through a single named channel, or conditions on attendance at school premises or events, each confirmed in writing with reasons and a review date.
4	For serious or persistent breach, including violence or threats toward any member of the community or knowingly false and malicious allegations, the school may treat the breach as a repudiation of the Enrolment Agreement and, as a last resort and following the hearing and written-decision guarantees in Section 4, require the withdrawal of the pupil at the end of a notice period, or immediately where safety requires.

Any measure under Step 3 or 4 considers the best interests of the child first, is proportionate, is confirmed in writing with reasons, and is open to review on request.

7. Records, confidentiality, and data protection

- Conduct records are kept in the school's central record, retained per the school's retention schedule, and processed in accordance with applicable data protection law (RGPD/LOPDGDD), with particular care for minors' data.
- Information about other families' children is shared only to the extent the framework and the law require. Families commit to respecting the confidentiality of any process they are part of.
- Nothing in this section limits statutory reporting duties under LOPIVI.

8. General

- This Code is reviewed annually alongside the framework's annual review, with findings shared with the school community.
- If any provision of this Code is found invalid, the remainder continues in force.
- This Code does not create obligations contrary to law, and in any conflict between this Code and applicable law, the law prevails.

9. Acceptance

Signed on enrolment and at each re-enrolment, beginning with the first enrolment cycle after this Code completes independent legal review and is adopted by the school.

By signing, the parent or guardian acknowledges receipt of the Behaviour and Accountability Framework (version stated below) and that the current version is available at all times on the school's parent portal.

Parent / legal guardian: name, signature, date

For the school: name, role, signature, date

Behaviour and Accountability Framework version provided at signature