

Parents' Code of Conduct

At World Academy of Tirana, we are extremely fortunate to have a supportive and friendly parent body. Our parents recognise that educating children effectively is a process that involves partnership between parents, staff and the wider school community.

As partners in this goal, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we welcome and encourage parents/carers to participate fully in the life of our school.

The purpose of this document is to provide a reminder to all parents, carers and visitors to our school about the conduct expected of them in, around and regarding the school. This is so we can continue to flourish, progress and achieve in an atmosphere of mutual understanding.

Guidance

We expect parents, carers and visitors to:

- respect and model the caring ethos of our school whenever on school premises or when communicating directly with the school;
- understand that school staff and parents need to work together for the benefit of all;
- 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, aggressive behaviour or unsafe behaviour;
- approach the right member of school staff to help resolve any issues or concern. In the first instance this should be the child's class teacher or form tutor. For academic issues in particular subjects, parents should contact the subject teacher or relevant Head of Department. If the issue is not resolved satisfactorily in the first instance, the relevant member of the Senior Leadership Team should be approached:
 - *Whole School Academic Leadership:*
 - Alexander Harris alexander.harris@wat.al
 - *Pastoral, safeguarding, or issues regarding a child with special educational needs:*
 - John Jacques john.jaques@wat.al
 - *Teaching and Learning in Primary -*
 - Shikha Ahuja shikha.ahuja@wat.al
 - *Teaching and Learning in Secondary -*
 - Nicolas Giraudeau nicolas.giraudeau@wat.al
 - MYP Curriculum
 - Merijada Dusha merijada.dusha@wat.al

- DP Curriculum
- Armelle Gjoni armelle.gjoni@wat.al
- IT issues
- Mohamad Arnaout mohamad.arnaout@wat.al

If the issue is not resolved at the second stage, please contact the Head of School, Mirlinda Boshnjaku, mirlinda.boshnjaku@wat.al. In the absence of Mirlinda Boshnjaku, please direct concerns to Gladiola Dona.

In order to support a peaceful and safe school environment, the school cannot tolerate parents, carers or visitors exhibiting the following:

- breaching school security procedures, e.g., entering school without signing in or collecting a visitor pass and/or attempting 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;
- disturbing school staff and trying to speak to them whilst they are supervising children;
- using loud or offensive language, swearing, cursing, using profane language or displaying temper;
- threatening to harm to a member of school staff, Board-member, visitor, fellow parent/carer or pupil, under any circumstance;
- damaging or destroying school property;
- sending abusive, persistent or threatening messages by e-mail, text, phone call, or any other electronic or written communication to parties inside or outside of the school community;
- posting defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff at the school on social media platforms or websites (see additional advice regarding social media below). Any concerns you may have about the school must be made through the appropriate channels by speaking to the Class Teacher, the Principal or the Regional Head of Schools, so they can be dealt with fairly, appropriately and effectively for all concerned in accordance with the Concerns & Complaints Policy;
- using physical aggression towards another adult or child;
- approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child. *Such an approach to a child may be seen as assault, and may have legal consequences*;
- offering inducement to a member of the school staff or community in order to gain influence or as an explicit or implicit exchange for favours or benefits;
- smoking (including e-cigarettes) or consuming alcohol or other drugs whilst on school property.

Should any of the above behaviour occur on school premises, the school may consider it necessary to contact the appropriate authorities and even, if necessary, ban the offending adult from entering the school grounds.

We trust that parents and carers will assist our school with the implementation of this Code of Conduct, and we thank you for your continuing support of the school.

Use of Personal Devices for Filming

- To protect the privacy, safety, and wellbeing of all members of the WAT community, the school maintains a **No Filming Policy** on campus.
- Parents, guardians, and visitors are not permitted to film or record inside the school building or during regular school activities.
- Students are not permitted to film or record events, lessons, or interactions during the school day.
- Exceptions will be made for designated **Open Filming Events** such as performances, celebrations, or graduation ceremonies. These will be clearly announced in advance, and families will be welcome to capture memories at those times.
- Any unauthorised filming may result in the request to delete the recording and, if necessary, further action under the Behaviour Policy.

This policy helps ensure that all students feel secure at school and that the school remains a safe environment for learning.

Tutoring

WAT recognises that some families may choose to use private tutors to provide additional academic support for their child. To maintain fairness, transparency, and the integrity of teaching and learning, the following expectations apply:

- **Tutoring by WAT Staff:** Teachers are not permitted to provide paid private tutoring for students currently in their own classes. This ensures impartiality, avoids conflicts of interest, and maintains clear professional boundaries.
- **Transparency with the School:** Parents are expected to inform the school if their child is receiving regular tutoring support. This helps teachers understand the full academic picture and ensures that tutors complement, rather than replace or override, the school's academic programme.
- **Shared Responsibility:** The school values open collaboration with families. While private tutoring can provide helpful reinforcement, the child's primary learning plan should remain directed by WAT teachers in line with the school's curriculum and policies.

Failure to follow these expectations may result in the school reviewing a child's learning arrangements to ensure that WAT remains the central driver of academic development.

Inappropriate use of Social Media

Social media websites and communication platforms are increasingly being used 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). World Academy of Tirana considers the use of social media websites or communication 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 must be made through the appropriate channels by speaking to the Class Teacher, the Senior Leadership Team, or the Head of School, so they can be dealt with fairly, appropriately and effectively for all concerned in accordance with the Concerns & Complaints Policy.

All social network sites have clear rules about the content which can be posted on the site, and they provide robust mechanisms to report content or activity which breaches this. In the event that any student or parent/carer of a child/ren being educated at World academy of Tirana is found to be posting libellous or defamatory comments on social networking sites or communication apps, they will be reported to the appropriate 'report abuse' section of the network. The school will also expect that any parent/carer or student removes such comments immediately. In serious cases, the school will also consider legal options to deal with any such misuse of social networking sites or apps.

Issues of cyber-bullying, i.e. the use by one child or parent to publicly humiliate another by inappropriate social network activity is strictly forbidden and will be met with serious consequences. While we understand that such incidents are extremely rare, the school approach any and all incidents of this as a serious incident of bullying.

Application of these expectations

This code of conduct should be considered alongside the following school policies:

- Anti-Bribery & Anti-Corruption Policy
- Child Protection & Safeguarding Policy
- Concerns & Complaints Policy
- Online Safety Policy
- Social Media Policy

and the Parent and Student Handbooks.

We expect that parents will also make all persons responsible for collecting children and/or other associated or accompanying visitors aware of this policy.

At World Academy of Tirana, we take our safeguarding responsibilities seriously and will deal with any reported incidents appropriately in line with the actions outlined above.