

CityKidz Pre & Primary



PARENT CODE OF CONDUCT POLICY



Parent Code of Conduct Policy

At CityKidz we are very fortunate to have supportive and friendly parents.

Our parents recognise that educating children is a process that involves a partnership between parents, class teachers and the school community. As a partnership, our parents understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/carers to participate fully in the life of our school.

The positive contribution that parents can and do make to a school are vital if we want to remain an educational institution of note in the community. Without parental co-operation and commitment to a partnership of excellence within the school, the institution cannot flourish and continue to strive for excellence.

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

Guidance

As well as following the guidance set out in our Code of Conduct for learners, we expect parents, carers and visitors to:

- a. Respect the caring ethos and school pride of our school.
- b. Be an example and friendly towards the learners and staff.
- c. Support the school in all disciplinary actions.
- d. Be willing to volunteer and assist.
- e. See that learners are attired properly.
- f. Understand that both teachers and parents need to work together for the benefit of their children
- g. Encourage their children to be responsible and accountable at an age appropriate level.
- h. Demonstrate that all members of the school community should be treated with respect and therefore set a good example in their own speech and behaviour.
- i. Correct your own child's behaviour especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- j. Approach the school to help resolve any issues of concern through the correct channels. (See flow chart - Appendix 2.)
- k. Seek to clarify a child's version of events with the school's view first in order to bring about a peaceful solution to any issue.
- l. Avoid using staff as threats to admonish children's behaviour.

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

- a. Disruptive behaviour which interferes or threatens to interfere with the operation of a teacher's classroom, the administration staff, maintenance staff, office area or any other area on the school grounds.
- b. Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- c. Threatening to do actual bodily harm to a member of school staff, stakeholder, visitor, fellow parent/carer or pupil regardless of whether or not the behaviour constitutes a criminal offence.
- d. Damaging or destroying school property.
- e. Abusive or threatening e-mails or text/voicemail/phone messages or other written communication. Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school on Facebook or other social media sites.(Appendix 1)
- f. Displaying any form of physical aggression towards another adult or child. This includes physical punishment against your own child on school premises.
- g. 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 to be an assault on that child and may have legal consequences.)
- h. Smoking and consumption of alcohol or other drugs whilst on school property. (There is a designated smoking area.)
- i. Any illegal substances or objects being brought on to school premises.

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

With regard to your child/ren's behaviour parents will be informed of serious misconduct through a letter or phone call and a meeting will be set up to discuss the issue. The behaviour Bank form will be sent home. Details of the misconduct will be made available. Parents are required to sign the acknowledgement slip on the form and make arrangements to resolve all issues.

What we expect from Parents

Visit to the school by Parents

- a. Right of Admission reserved - South African Schools Act 84 of 1996 "No person shall without the permission of the Principal or HOD (Director of Education) enter into any Public school premises ..."
- b. Parents have the right to visit the school where their children have been admitted, but such visits may not disrupt any of the school activities.
Please make an appointment to see the principal or teacher.
- c. Parents must please report to the office when visiting the school.
- d. Parents are required to make an appointment with the Principal of the school for a personal appointment and state the reason for the visit. Also state the other persons who may be involved during the visit.
- e. If a meeting has been arranged you will need report to the office. Upon entering and leaving the school premises, all parents and visitors must first report to the office, all parents are requested to sign in or out. A visitor's book will be kept for daily visits. Please collect a visitors badge before going to the classroom. For the safety of our children all visitors/parents will need to carry identification.
- f. Parents can visit their child's teacher if they have made an appointment before/after teaching time. If the teacher is available to see them during admin periods these meetings can be held. All meetings need to be recorded on the interview sheets.
- g. Teachers are not available during teaching hours to receive telephone calls, unless it is an emergency. Please leave a message with the secretary if the teacher is unavailable.
- h. Parents must exercise patience if they come to school unannounced.
- i. Learners must come to the office when their Parents wish to :
 - I. *Hand over their keys*
 - II. *Give a message to them*
 - III. *Hand over their lunch, medicine, clothing items, etc.*
- j. All learners leaving early must be collected by their Parent/Caregiver and sign a register or complete the necessary forms.
- k. Please do not collect your child from the classroom.

General issues

- a. Send your child/ren to school ready to participate and learn.
- b. Parents must inform the school about medical information e.g. illnesses and medical aid membership.
- c. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made out of school hours.
- d. No learner will be allowed to leave the school premises during school hours. Learners who need to leave the school earlier (for whatever reason) a request must be put in writing to the Principal.
- e. No teacher will send a child home without the written permission from the Principal.
- f. Holidays must be planned to coincide with school vacations and NOT during the term.
- g. Inform the school about change of address, telephone numbers of both parents (home and work). There must be at least TWO other contact numbers
- h. Children must be dropped and fetched at the gate. Please collect your children promptly from school.
- i. For the safety of your child we cannot allow children to “hang around” school. If you are unable to collect your child you will need to ensure they are under the supervision of the Kidz Zone Aftercare staff. A register will be taken and parents will be contacted if children are not collected on time. Your child will be sent to Kidz Zone Aftercare. The school will institute a fine on collection. (Based on Aftercare rates-refer to Kidz Zone Aftercare policy).
- j. The school will not be held liable for any claim, losses, injuries and expenses suffered by parents or learners which were not caused by negligence of the school or the responsible teacher.
- k. Parents are liable to pay school fees as determined by our Board of Directors.
- l. Parents are expected to get involved in the education of their child/ren at school (e.g. assist with sport, attend meetings, assist the teacher in class with reading, etc.)
- m. Homework books or workbooks must be signed when sent home.
- n. Avail yourself for Parent / Teacher meetings to discuss your child’s progress at the end of every term.
- o. Notices and newsletters are an essential method of communication between the school and home. All newsletters and circulars sent to the parents by the school must be treated as important and must be read by the parents. Ask your child to ensure that notices handed out at school are

given to you. It is expected of you to get involved in your child's learning process, check and sign homework books, message books and read all circulars. Follow up with your children. When reply slips are attached, these must be signed by the parents or guardian and returned promptly to the class teacher.

- p. Parents must collect the end of Term Reports at school on the assigned days determined by the school if requested by the school. If reports are issued to learners they will sign a register to the effect.
- q. Help with reading at home regularly. See to it that your child reads regularly.

Prepare your child for school, see to it that he / she:

- I. has a good night's sleep
- II. has a good breakfast
- III. has a packed lunch
- IV. has a neat uniform. Insist that he/she be dressed and groomed in a manner consistent with the school's dress code.
- V. has all stationery requirements
- VI. has all books neatly covered with the plastic covers provided.
- VII. has a place for study and ensure homework assignments are completed.
- VIII. shows respect for all staff members and their fellow pupils.
- IX. understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- X. knows the school rules as included in the Learner's Code of Conduct and help him/her to understand them
- XI. is supported to deal effectively with peer pressure.
- XII. Always remember that children learn by example; "Do as I do not as I say!"

Any concerns you may have about the school must be made through the appropriate channels by speaking to the Class Teacher, Grade Leaders, the Head of Department, the Deputy Principal or the Principal, so they can be dealt with fairly, appropriately and effectively for all concerned. (If you are still not satisfied with any action taken the Principal will refer the matter to the Directors for mediation and resolution).

We trust that parents/caregivers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

Appendix 1

CityKidz does have a Cell phone and Social Network Policy.

The use of Social Network Sites is becoming increasingly harmful to schools and the prolific posting on such sites can have serious repercussions.

Social media websites are being used increasingly to fuel campaigns and complaints against schools, Executive Staff, HOD's, school staff, and in some cases other parents/pupils.

CityKidz considers the use of social media websites being used 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, Grade Leaders, the Head of Department, the Deputy Principal or the Principal, so they can be dealt with fairly, appropriately and effectively for all concerned. (If you are still not satisfied with any action taken the Principal will refer the matter to the Directors for resolution and mediation).

In the event that any pupil or parent/caregiver of a child/ren being educated at CityKidz is found to be posting libellous or defamatory comments on Facebook or other social network sites, 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 expect that parents would make all persons responsible for making children aware of this policy

Please sign and return this slip to the school office to acknowledge that you have read and understand the above policy.

Signed Parent / Guardian

Appendix 2

PROCEDURES AND DEALING WITH QUERIES AND GRIEVANCE

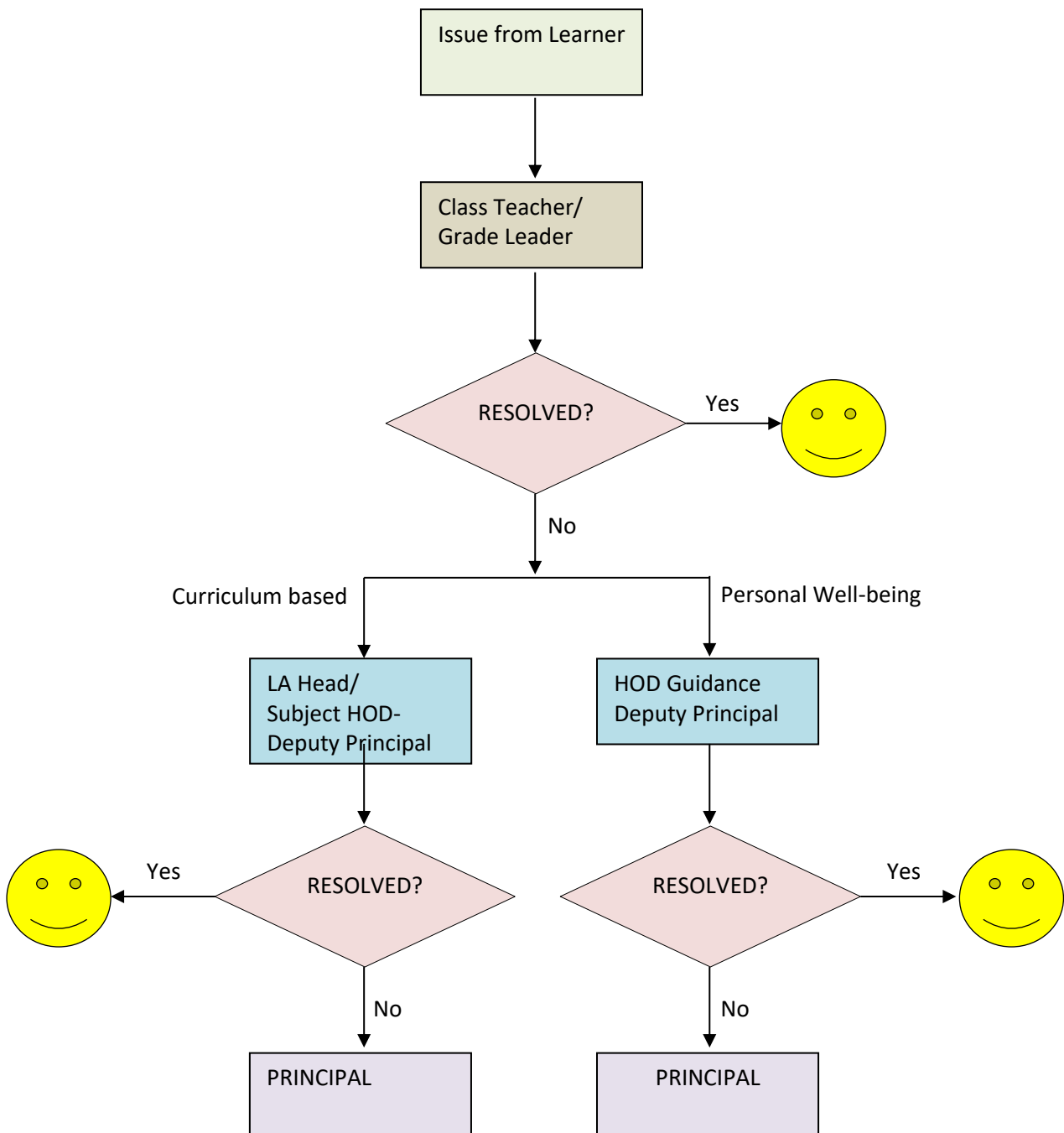
CityKidz maintains an open door policy for dealing with queries, matters of concern from parents, learners and teachers. All professional interaction incorporates appropriate principal of PROCEDURAL FAIRNESS.

In all instances queries will be resolved as timeously and effectively as possible.

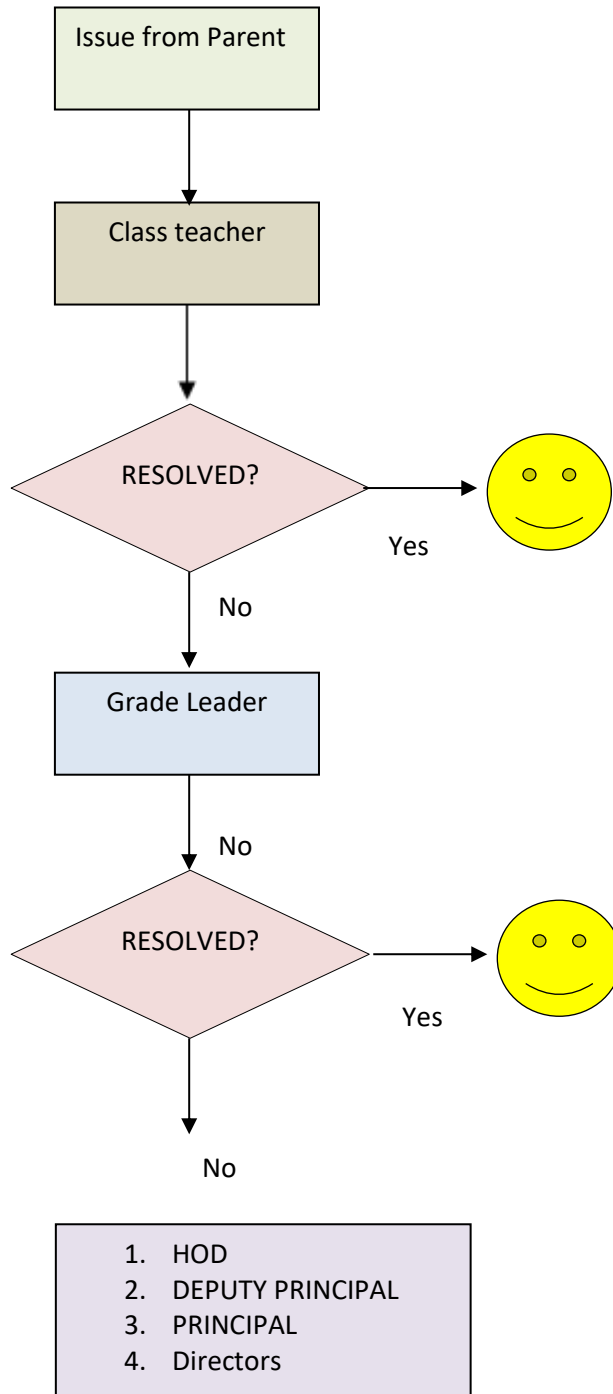
With regard to grievances or any other applicable cases, these issues will be investigated based on the guidelines set out in the relevant school policies.

Please take note of the following recommended procedures that need to be followed:

PROCEDURES WITH DEALING WITH ISSUES FROM LEARNERS



PROCEDURES WITH DEALING WITH ISSUES FROM PARENTS



PROCEDURES WITH DEALING WITH ISSUES FROM TEACHERS

