

# SUNRISE SUPERKIDS

## Code of Good Practise for Parents



SUNRISE SUPERKIDS CODE OF GOOD PRACTICE FOR PARENTS

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## SUNRISE SUPERKIDS CODE OF GOOD PRACTICE FOR PARENTS

### GLOSSARY OF TERMS

<b>Head of School:</b>	E.E. Schoeman, School Owner and Managing Director
<b>Pupil/Learner:</b>	Child enrolled at the School
<b>School Management:</b>	Principal + Board of Directors
<b>SGB:</b>	School Governing Body
<b>Sunrise Superkids:</b>	Sunrise Superkids School(s)
<b>The School:</b>	Sunrise Superkids School(s)

## **1. INTRODUCTION**

The Code of Good Practice for Parents was drafted and approved by the School Governing Body (“SGB”) and is based on the principles and values supported by the School.

The positive contribution that parents can 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 School cannot flourish and continue to strive for excellence.

## **2. PURPOSE OF THIS CODE**

The purpose of this Code of Good Practice is to:

- a. enhance the safety of learners and staff.
- b. achieve in an atmosphere of mutual understanding.
- c. promote an environment dedicated to the improvement of the quality of the learning process.

## **3. GUIDANCE**

The following, to be read with the guidance set out in our Code of Conduct for learners, we expect parents, caregivers and visitors to:

- Respect the caring ethos and pride of our School.
- Be an example and friendly towards the learners and staff.
- Support the School in all disciplinary actions.
- Be willing to volunteer and assist when need be.
- Understand that both teachers and parents need to work together for the benefit of the children.
- Encourage their children to be responsible and accountable at an age appropriate level.
- 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.
- Correct your own child’s behaviour, especially in public where it could otherwise lead to conflict, aggressive behaviour or unsafe behaviour.
- Approach the School to help resolve any issues of concern through the correct channels.
- 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.
- Avoid using staff as threats to admonish children’s behaviour.
- Adhere to requests from School Management

#### **4. WHAT WE EXPECT FROM PARENTS**

##### **4.1 Visit to the school by Parents**

- Right of admission reserved: No person shall without the permission of School Management enter into any School premises.
- Parents have the right to visit the School, however such visits may not disrupt any of the School activities.
- Upon entering and leaving the School premises, all visitors are requested to sign in or out with Security and the School Office (“Office”).
- Learners must come to the Office when their Parents wish to:
  - Hand over their keys
  - Give a message to them
  - Hand over their lunch, medicine, clothing items, etc.
- Parents must park in the designated parking areas when visiting the School or collecting your children.
- Parents are required to make an appointment to meet with a member of School Management and state the reason for the visit. Also state other persons who may be involved during the visit.
- Parents can visit their child’s teacher at any time if the teacher is available to see them at the time. Messages can be left with the Office if the teacher is unavailable.
- Parents must exercise patience if they visit the School without prior appointment.

##### **4.2 Permission to leave school early**

- No learner will be allowed to leave the School premises during school hours without obtaining the necessary permissions from the Office and Principal.
- All learners leaving early must be collected by their Parent/Guardian who must sign a register and complete the necessary forms.
- If a learner is required to leave the School earlier (for whatever reason), a request must be put in writing to the Principal.
- Please do not collect your child from the classroom.
- No teacher will send or allow a child to leave the School premises without the necessary written permissions.

##### **4.3 Collection from school**

- Children must be dropped and fetched at the gate.
- Please collect your children promptly from school. If you are unable to collect your child you will need to ensure they are under the supervision of the Aftercare staff.
- For the safety of your child we cannot allow children to loiter around school. A register will be taken and parents will be contacted if children are not collected on time. Your child will be sent to Aftercare. The School will institute a fine (based on Aftercare rates) to be added to your statement for school fees.
- Notice of closed hostel weekends will be distributed well in advance. Please collect your children on time to avoid them being unattended. A register will be taken and parents will be contacted if children are not collected on time and the School will institute a fine that will be added to your statement for school fees.

#### **4.4 Collection of Reports**

- Parents must collect the end of Term Reports at School on the assigned days determined by the School, sign the report and return it to School on the opening day of the next term. If a report card is lost/not returned to the School, the School will institute a R50 fine, to be added to your statement for school fees.

#### **4.5 Medical information**

- Parents must inform the School about medical information e.g. illnesses and medical aid membership.
- 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.

#### **4.6 Unacceptable behaviour**

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

- 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 premises.
- Using loud/or offensive language, swearing, cursing, using profane language or displaying temper.
- Threatening to do actual bodily harm to a member of School staff, stakeholder, visitor, fellow parent/caregiver or pupil, regardless of whether or not justified. This type of behaviour constitutes a criminal offence and may accordingly be prosecuted.
- Damaging or destroying School property.
- Abusive or threatening e-mails or text/voicemail/phone messages or other written communication to any member of the School. Defamatory, offensive or derogatory comments regarding the School or any of the pupils/parent/staff, at the School on social media sites.
- Displaying any form of physical aggression towards another adult or child - this includes physical punishment against your own child - on or off School premises.
- 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, and the necessary actions will be taken in such cases).
- Smoking and consumption of alcohol or other drugs whilst on School property.
- Any illegal substances or objects being brought on to School premises.

Should any of the above behaviour occur on School premises the School reserves the right to contact the appropriate authorities where necessary and possibly forbid the offending adult from entering the School premises again.

With regard to your child'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. 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.

#### 4.7 General issues

- Send your child/ren to School ready to participate and learn.
- Personal holidays must be planned to coincide with school vacations and NOT during the term.
- Inform the School about change of address, telephone numbers of both parents (home and work).
- 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.
- Parents are liable to pay school fees time.
- 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.)
- Avail yourself for Parent / Teacher meetings to discuss your child's progress.
- 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. When reply slips are attached, these must be signed by the parents or guardian and returned promptly to the class teacher.
- Prepare your child for school, see to it that he / she:
  - has a neat uniform. Insist that he/she be dressed and groomed in a manner consistent with the School's dress code.
  - has all stationery requirements.
  - completes homework and assignments.
  - shows respect for all staff members and their fellow pupils.
  - understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
  - knows the school rules as included in the Code of Conduct for learners and help him/her to understand them.
  - is supported to deal effectively with peer pressure.
- Any concerns you may have about the School must be made through the appropriate channels by speaking to the Class Teacher, Principal or School Management Staff, so that they can be dealt with fairly, appropriately and effectively for all concerned.

***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.***

**DOCUMENT APPROVAL**

**DATE:** \_\_\_\_\_

**Principal** \_\_\_\_\_

**DIRECTORS:**

**E.E. Schoeman** \_\_\_\_\_

**Y. Schoeman** \_\_\_\_\_

**G.S. Kotzé** \_\_\_\_\_