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Code of Conduct

Dear Parent / Guardian

We would like to take this opportunity to welcome you as parent and your child to our School.

The Vaal Triangle Primary School is an Independent School, which was founded in 1993. We are a school with Christian values and high education standards. Children are gifts from God and therefore we and you as a parent / guardian are responsible for your child's upbringing and education. We have to work together to ensure your child is happy and successful.

PARENTAL INVOLVEMENT

The major need for all children is contact with sensitive and caring adults whose reassurance and support make it possible to further a field and discover that it is good to play and learn with other children. The initial strain of being with a large group of children sharing one educator, is considerable, but you can help preparing your child for school.

School can be an exhausting business – emotionally, physically, socially and mentally. Do not be surprised therefore, if your child comes home feeling very tired. The old (adapted) saying holds true all your child's life: "*Early to bed, early to rise, makes a child healthy, wealthy and wise.*"

Taking time to read books with your child and taking an interest in what is going on in the classroom helps and encourages children at school. If a child says he has learned "nothing" at school, ask him/her what they did. As he/she experiences their activities as "play" and does not know what they're learning, because the educators present it in a fun way.

It is very important to talk to your child about coming to school, so that it is something that they can look forward to with enthusiasm and when he/she has started school, *always be ready to listen*. Take an interest in what he/she is doing at school, attend parent's meetings to look at his/her work. We want children to feel that school is an enjoyable experience in which they, educators and parents play an important part.

Ensure your child has a nutritious breakfast or put in sandwiches with cold meats (a protein) and or cheese for him/her so that they can eat it on the way to school. A vehicle cannot run on an empty tank, so can't a child function/ concentrate properly on an empty stomach.

Also remember, that the most precious commodity you can give your child is your time!!!

"A child only educated at school is an uneducated child" – George Santayana –

We believe that the partnership between home and school is vital for the wellbeing and wholeness of the child. Parents are invited to make an appointment with the class Educator and Principal to discuss any concerns that they may have about their child as they arise.

Children are very sensitive, and emotional problems have a great influence on their school performance. It is of vital importance that you inform us of any family problems, e.g. separation, divorce, death, illness and any other trauma. Only when we are aware of such problems can we help your child to overcome fears and anxiety. Encourage your child to speak to an Educator he/she trusts, should there be problems.

Too much love and attention do not spoil a child, but too little discipline does!!

AIMS

We aim to provide a happy, secure and challenging environment where all children will develop confidence and individuals are equally valued. We seek to develop positive attitudes towards learning. The ability to question and argue rationally, to think for themselves, to acquire knowledge skills and practical abilities they will use throughout their lives and work in a fast changing world.

We encourage the children to have respect for themselves and each other, work and play in harmony, be aware and sensitive to the needs of others.

EQUAL OPPORTUNITIES

We aim to give each child equal access to the whole curriculum, whatever their gender or ability. Boys and girls are encouraged to take an active part in all areas of the curriculum, including sports activities. We encourage all parents to contribute to the life of the school.

HEALTH AND WELFARE

Many things affect the way in which children learn and one of the most important is health. If a child is ill or has special needs to be considered from an educational point as well, e.g. those involving ears, eyes and immunization. The Health Department or related services do offer to come to our school although the services are not always free of charge.

No child with a contagious disease will be allowed at the school until the contagious period has passed. In some cases, we might need a doctor's certificate.

Contagious diseases are:

German measles, Chicken pox, Measles, Pink Eyes, Gastro, Mumps, Head Lice.

TRANSPORT

Transport is a very important aspect concerning our children. When you arrange transport for your child, do a bit of research concerning the driver.

Ensure that the taxi or bus, which your child is traveling with, is safe and roadworthy. Speak to the driver beforehand and speak to other parents whose children are also travelling with the same taxi. Make sure that the driver is a reliable person and never drunk or reckless when transporting children. **Always make sure that you have a contact number of the driver.**

APPOINTMENTS

We are available at all times if you want to discuss issues about your child. Appointments should be made through the office – one day in advance. Appointments to see educators are only allowed in the afternoons. Parents coming to school unannounced will not be accommodated.

FIELD TRIPS

Educational field trips will be organized throughout the year. Notice will be given and a minimum fee will be charged to help us cover the costs. Parents will need to sign a consent form for each trip – no learner will go on a trip without a consent form. School Fees must be paid up to date.

SAFETY

The safety of our learners is of utmost importance to us. Therefore, we have the following policies regarding the fetching of learners during school hours and entering the school's premises:

Early dismissal of learners.

If a learner must leave the school for a doctor's appointment or a funeral during normal school hours the following will apply.

- If a parent or guardian cannot fetch the learner the following will apply:
 - The parent / guardian will phone the school informing us who will pick up the learner.
 - The person to pick up the learner will complete the sign out register with their details and those of the child.

Gate Security

- Nobody may enter the premises without identifying themselves.

Procedure

- Use the intercom system at the gate.
- The admin staff will require the following information:
 - The purpose of the visit.
 - Parents and taxi drivers have to identify themselves as well as the learner attending the school.
 - Deliveries from companies will follow the exact same procedure.
 - Visitors are required to sign the visitors register at the office stipulating all information needed for office use.
 - No parent is allowed to go to class without reporting to the office and being escorted by an admin staff member.

GENERAL PARENTS MEETING

The school has three general parent's meetings. Parents will be informed on a formal information letter on the set dates for the parent's meetings. We have one Annual General Parents Meeting in the year, where we inform the parents of fundraisers, trips and planning for the year. Parents will also be informed of the set dates for the AGM's.

WORKSHOP FOR PARENTS

During the first term there is a workshop for the parents where the following is discussed: e.g. syllabus, homework, and in the junior grades phonics, counting and reading. These workshops are very important in order for you as a parent to assist your child with his / her scholastic performance.

CHANGE OF ADDRESS OR CONTACT DETAILS

Please notify us immediately if there is a change in address or contact numbers. This is of vital importance. In case of emergencies, we must be able to contact you or send you a sms.

PERFORMANCE EVALUATION

Reports will be sent out in:

March
June
September
December

There are three parent's meetings during the year where parents visit educators to discuss the child's performance.

STATIONERY

Grade 1 to 3

Your child receives all his / her stationery and exercise books throughout the year. No stationery goes home. All stationery is kept in the Foundation Phase classes. By using this system, the learners always have stationery to work with.

Grade 4 to 7

At the beginning of the year each learner will receive their **basic** stationery.

- 1 Pen, 1 pencil, 1 ruler, 1 eraser, 1 pack colouring pencils, 1 pack retractable crayons and 1 pritt.

If, however one of the above mentioned items are finished, get lost or stolen, the parent will be responsible to replace it. We sell stationery in the office and therefore your child can also purchase some items in the office.

Learners will also get most of the books at school. The books are covered with a front page and plastic. When their books are full, the parents are responsible to buy a new one.

Please ensure your child has the necessary stationery at school.

NOTICE PERIOD

Parents may terminate the enrolment at any time, by giving one (1) calendar months' notice. School Fees are due and payable for the notice unresponsive of whether or not the learner attends school.

CELL PHONES

Cell phones are prohibited in the classroom. All cell phones will be handed in with your child's register teacher. They can collect their phones after school. If a child's phone is found in the class room it will be confiscated and the parents will have to fetch it in the office and pay a fine of R100.

NB: Vaal Triangle Primary School takes no responsibility for lost or stolen cell phones.

PORNOGRAPHY / DRUGS

NO PORNOGRAPHY MATERIAL OR ANY DRUGS ARE ALLOWED AT SCHOOL. It is a very serious offense. If any pornographic material, drugs are found the learners will be **expelled immediately**.

POSITIVE DISCIPLINE: ROLE OF PARENTS

- Know the School's Code of Conduct and encourage your child to uphold it.
- Strengthen the Code of Conduct by undertaking primary responsibility for your child's discipline.
- Create a safe atmosphere for your child so that he / she can grow and develop positively.
- Ensure your child's regular and punctual attendance at school. Communicate reasons for your child's absence to the school.
- Get to know your child's Educator. A good parent-educator relationship ensures a happier child with a strong sense of security. This is an advantage when manipulating behaviour needs support and correcting.
- Reinforce learning at home by going over your child's homework and sign his / her books.
- Be involved by supporting extramural activities.
- Listen with an open mind to your child and the educator. Guard against being prejudiced and always look for a win-win solution.
- Teach children to find positive solutions to problems that they encounter daily and to manage conflict without violence.

SCHOOL RULES

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

1. GENERAL PRINCIPLES:

- Learners are expected at all times to behave in a courteous and considerate manner towards each other, the prefect body, all members of staff and visitors to the School.
- Learners are expected to abide the School rules with regards to appearance and behaviour when representing the School both during hours and after hours, at School and away from School. Learners may not say anything that will discredit themselves or the School.
- No learner has the right at any time to behave in a manner that will disrupt the learning activity of other learners, or will cause another learner physical or emotional harm.
- The School will contact parents / guardians when a learner's behaviour becomes a cause of concern and will endeavour, in spirit of constructive partnership, to resolve the problem.

2. SCHOOL AND CLASS ATTENDANCE

Parents / guardians, learners and educators are jointly responsible for ensuring that all learners attend School.

- If a learner does not attend School regularly, the relevant register educator will report the absence of the learner to the parent and the Principal in writing. The register educator must keep an accurate register of learner attendance and must keep copies of all communication to parents when absent from the classroom.
- All learners are to arrive at school before the official starting time. Learners who are late for school will be marked absent as the registers are completed at the beginning of each school day.
- Make sure your child's taxi driver knows about starting and closing times of the school
 - Starts: 7h30
 - Closing: 14h00
- Absence from a class, without permission of the relevant register or subject educator, is prohibited.
- Any absence from school must be covered by an absentee note from a parent / guardian.
- Should a learner be absent from school for a period of three (3) days or longer, this leave of absence be supported by a letter from a medical doctor.
- Any absence from a formal examination, test or task must be supported by a letter of a medical doctor.
- No learner may leave School during School hours without a letter from a parent / guardian requesting the release of their child and permission of the Principal / Deputy Principal from whom an exit note must be obtained.
- Truancy from School is prohibited.
- All learners will attend assembly for the full duration thereof. Unless stated otherwise.

3. SCHOOL UNIFORM

We are proud of the School uniform and so must each and every learner wear their uniform with pride.

Uniformity in School dress enhance the tone of the school and fosters among the learners a feeling of "belonging together" a sense of loyalty towards and pride in what they regard as their own.

School Uniform suppliers – Only MG Schoolwear in 7 Stephen Le Roux Street, Vanderbijlpark

We are proud of our School uniform and so must each and every learner wear their uniform with pride.

- Uniformity School dress enhances the tone of the School and fosters among the learners a feeling of "belonging togetherness" a sense of loyalty towards and pride in what they regard as their own.
- Learners are expected to wear the official School uniform and appear neat and tidy at all times.
- No additions to the uniform that are not in accordance with the regulations will be allowed.
- During events (civvies day) that allow the wearing of casual wear, learners should wear neat, presentable clothes. Beachwear, tight fitting clothes, clothes that are see through and / or too revealing are not allowed. Hair, shoes and accessories should be neat at all times.

BOYS

Summer

Short or long grey pants
White shirt (only available at MG Schoolwear)
Green School socks
Black School Shoes (No tekkies / boots)
School Tie
School Pullover

Winter

School's tracksuit
White shirt (only available at MG Schoolwear)
Green School Socks
Black School Shoes (No tekkies / boots)
School beanie
Scarf – Only red or green or School scarf

Neatness:

Hair

- NO tinted hair.
- Short hair cut in a decent style.
- NO punk or any other funny hairstyles – e.g. patters cut in hair.
- If a boy does not comply with the above hairstyle, the school has the right to get their hair cut in a decent style. If he refuses he will not be allowed back in school until his hair is in a decent hairstyle.

Personal Neatness:

Shoes

- Must be polished everyday
- No loose shoelaces – shoelaces will be fastened right through the day. If shoelaces are too short, the School will sell longer ones.

Shirt & Pants:

- Will wear a clean white shirt every day and no dirty pants are allowed.
- ONLY WHITE vests are allowed under shirts. NO T-shirts with slogans or coloured T-Shirts.
- Shirts have to be tucked in at all times.

Belts:

- Only black buckled belts are allowed.

General:

- No long or polished nails or jewellery are allowed.
- Nails to be cut and cleaned.

GIRLS

Summer

School Culottes (short that looks like a skirt)
White School Shirt (only available at MG Schoolwear)
Green School Socks
Black School Shoes (NO sneakers, sandals or boots)

Winter

School's Tracksuit or
School Culottes with black tights (NO ski-pants)
School jersey
Green School Socks
School tie
Black School Shoes (NO sneakers, sandals or boots)
School beanie
Scarf – Only red or green or School scarf

Neatness:

Hair

- NO tinted hair.
- Long hair has to be tied
- Only black or brown hair locks
- No beads allowed in the hair
- Ribbons – red, green, or white
- NO black bandana's.

Personal Neatness:

Length of culottes

- NO SHORTER than 4 fingers above the back of the knee. If culottes are shorter, the School Principal and Deputy Principal will take out the hems.

Nails and jewellery:

- No long nails
- No nail polish on hand or feet
- Nails to be clean at all times
- No jewellery
- Only small gold / silver studs are allowed (No coloured studs or stones) – Small sleeper earrings (\pm 70mm) will be allowed.

Friday Uniform (Not Compulsory)

Boys - Summer

Friday Golf Shirt
Grey pants
School Shoes
Green School Socks

Girls - Summer

Friday Golf Shirt
Culottes (short looking like a skirt)
School Shoes
Green School Socks

Ties

Folded neatly. No short ties with slogans written on it. The tie will be confiscated by an educator.

4. RULES

BEFORE, DURING AND AFTER BREAKS

- Arrive on time (7h15) at school.
- No fighting or swearing is allowed on the school grounds or in town. (Serious offense)
- No smoking, alcohol abuse or drugs are allowed. (**Immediate Suspension**)
- No toys or playing cards are allowed.
- Learners are only allowed to play in prescribed areas.
- Learners are not allowed to loiter on the pavement areas before or after school.
- No trading between learners e.g. of sweets, toys, etc.
- Girls and Boys are not allowed in each other's toilets.
- No playing in toilets.
- Close taps in toilets and on playground.
- No littering inside and outside the school is allowed.
- Playing of dangerous games is prohibited.
- Learners must line up at the tuck shop.
- No bullying on the playground, classrooms, and in taxi's – **Serious Offense**.
- The school bell rings at 7h30. The school gate will close at 7h30, latecomers will report into the office, where parents or transport drivers must sign them in.
- The school hours will be given to parents termly.
- No learner is allowed in the classroom before, during and after breaks. Learners are only allowed in the classes under supervision of an educator.
- When learners line up in front of the class, they will do it quietly and orderly. NO shouting, bumping each other and running will be allowed.
- No learners are allowed in the staffroom. Report urgent matters to educators on playground duty.
- Pornographic material is prohibited – **IMMEDIATE EXPULSION**
- Learners will not leave the school grounds without the permission of the School Principal.
- No slogans or graffiti are allowed on the walls and doors – **SERIOUS OFFENSE**.
- No trees, plants, or flowers will be damaged.
- No vandalism will be tolerated. Parents will have to pay for any damage caused on purpose by their child.
- No birds will be harmed.
- No sexual harassment – **IMMEDIATE EXPULSION**

5. RULES FOR THE CLASSROOM

- Learners will not be late for class.
- Educators will stand outside the classroom waiting for the learners. Learners will line up outside the classroom.
- Educators will check neatness of learners. Learners will enter classroom standing next to the desk. No talking or bumping are allowed. Educator will then tell the learners when to sit down.
- Greet visitors e.g. School Principal, other educators or parents.
- Learners can only leave the classroom with permission from the educator.
- Neatness in schoolwork.
- No vandalism will take place in classroom e.g. jumping on chairs and tables – parents will pay for damages.
- If a learner is absent from school – he / she is responsible to copy work.
- Answer on questions – hand will be raised – NO shouting of answers is allowed.
- No eating or drinking in classrooms.
- No cell phones – cell phones will be confiscated and a fine of R100 will be paid.
- Any act of cheating in classwork, homework informal tests or internal or external examination is prohibited. This will also result in a zero "0". Furthermore, copying of and / or borrowing another learner's work is forbidden.
- Disruptive, unruly, rude and / or offensive behaviour will not be tolerated.
- All litter must be placed in the wastepaper basket.
- All learners will have the proper stationery (pen, pencil, ruler, pritt and eraser) every day.

6. TOP TEN

Top ten badges are given to the top ten performers of the senior grades. However, the minimum percentage that has to be achieved is 75%. The badge is only valid for a term. New badges are handed out every term. Should a learner qualify as a Top Ten learner for four consecutive terms he / she will receive a Top Ten certificate at the end of the year during our Annual Prize Giving Ceremony.

7. SCHOOL BAGS

- Textbooks are very expensive, therefore, only strong school bags with dividers are allowed. No canvas schoolbags are permitted.
- Schoolbags must be kept clean, with no graffiti, advertisements or signs.
- Nobody is allowed to browse / riffle through another's schoolbag.
- Learners are not allowed to hide other learners' schoolbags.
- The parents must refund damaged and lost textbooks.

8. SCHOOL ATTENDANCE

- Children must be encouraged to attend school every day.
- When learners are absent, parents must inform the school. On return, a medical certificate must be handed to the educator.
- Children with contagious disease illness must be kept at home.
- Contagious diseases are: Measles, German Measles, Chicken Pox, Bad Flu, Mumps and Pink Eyes.
- Learners who fail to produce a medical aid certificate on absenteeism during formal examination / test / assessment tasks will obtain a mark of "0" (nil) for the particular examinations / test / assessment.

9. ILLNESS AND INJURIES AT SCHOOL

- When a child becomes ill at school, the parents will be contacted.
- The sick child will be kept in the office.
- If urgent medical attention is needed the personnel will take the child to hospital or in very serious cases an ambulance will be contacted.

10. GENERAL RULES

- Loitering and / or playing in and around the car ports, courtyard and toilet is forbidden.
- The learner will respect the beliefs, culture, dignity, and rights of other learners, as well as their right to privacy and confidentiality.
- Language that is seen as pejorative, discriminatory or racist is prohibited.
- Any act of belittles, demeans or humiliates another learner's culture, race or religion is prohibited.
- All learners have the right to an education free of interference, intimidation and / or physical abuse. The learners will respect the property of safety of other learners. Fighting or threatening of other learners is forbidden.
- The learner will respect those learners in a position of authority. A learner who is in a position of authority will conduct himself / herself in a manner befitting someone in authority. She / he will respect the rights of other learners and will not abuse such authority bestowed upon him / her through his / her position.
- The carrying, copying and / or reading of offensive pornographic material is prohibited and will lead to **immediate expulsion** from the school.
- Learners must keep clear of the electrical main distribution boxes, fire extinguishers and hoses.
- No dangerous objects or illegal drugs as defined in the SA School Act will be brought onto and/or used on the School property, unless authorized by the Principal for educational purposes. Dangerous objects including knives, firearms, or any other item that could harm a person – **IMMEDIATE EXPULSION**
- The carrying and / or smoking of cigarettes, vapes, twisps, e-cigarettes and / or dagga are prohibited – **IMMEDIATE EXPULSION.**
- Alcohol is not permitted on School premises or on school trips. – **IMMEDIATE EXPULSION.**
- The carrying of and / or consumption of illegal chemical substances and drugs are prohibited – **IMMEDIATE EXPULSION.**

11. THE EDUCATOR

The Educator in the class

- Most important duty in the class is to propound efficient education.
- Acts as manager in her own class and undertakes to direct the learning events in such a way that the learners will have maximal gain.
- Indicates enthusiasm for the learning events and will stimulate the learners to participation.
- Will strive for orderliness in the class and to create an atmosphere, which is conducive for good learning.
- Will maintain a professional distance between the learner and herself, will not become familiar with any one of the learners.
- Will respect each learner's human dignity in her class and make no destructive comment towards any learner.
- Will lay down certain rules within the policy in the class, which will contribute to the orderly elapse of the learning process.
- Will keep at the prescribed syllabus content and will not deviate from the syllabus content.
- Will also prepare to enforce the school's disciplinary policy in class and keep register of the learner's offences.
- Will carry out all directives of the learning area taught.

The educator and the learner

An educator at this school.

- Respect the dignity, beliefs and constitutional rights of learners which includes the right to privacy and confidentiality.
- Acknowledges the uniqueness, individuality, and specific needs of each learner, guiding and encouraging each to realise his / her potential.
- Exercise authority with compassion.
- Strives to enable learners to develop a set of values consistent with those upheld in the learners Code of Conduct.
- Avoids any form of humiliation, and refrains from any form of child abuse, physically or psychologically.
- Refrains from any form of sexual relationship with learners or sexual harassment of learners.
- Use appropriate language and behaviour in her interaction with learners, and acts in such a way to elect respect from the learners.
- Takes reasonable steps to ensure the safety of the learner.
- Does not abuse the position she holds for financial, political or personal gain.
- Is not negligent or indolent in the performance of her professional duties.

Educators and Parents

- The educators are not allowed to sell or promote any products to parents e.g. Tupperware, jewellery, cosmetics, Avon etc. for personal gain.
- Educators are not entitled to work outside normal working hours for any other employer, or conduct her own business, unless the nature of her involvement has been revealed to the School Manager and School Principal and the written consent of the Employer has been obtained.
A further condition is that the undertaking of the Educator's business shall not, directly or indirectly, be in competition with the undertaking of the School and the Educator's involvement may not in any way whatsoever detrimentally affect the Educator's work or her working relationship with the School.
- No communication is allowed between Educators and parents, e.g. phone calls after hours and letters without the Principal's signature or permission.
- No donation forms for an Educator's child or any form of donation form without the Principal's signature is allowed.

**All the above mentioned are in Breach of Contract between the School and the Educator.
Please report any misconduct in this regard that comes to your attention to the Principal.
All information regarding the above mentioned will be strictly confidential.**

COMMUNICATION WITH PARENTS

- Communication on academic progress is by means of progression reports each term and special parents' meetings.
- Communication on school affairs is by a monthly information letter. Receipt of this letter must be confirmed by signing the receipt acknowledgement by the parents. This receipt of acknowledgement must be send back to the school.
- The organizers of extra mural activities will inform parents of:
 - Their child's selection for a team
 - Practice and fixture of dates and times
 - Transport arrangements for away fixtures
- All communication must be on an official school letterhead.
- Parents meetings.

STRIKES AND END OF THE YEAR

Educators are at school until the date the Public School's closes, unless communicated otherwise. It is expected of the learners to be at school as well. During strikes our Educators are at school to teach. If learners' lives are not in danger, we encourage them to attend School to be taught, rather than to stay at home or lingering around in the streets.

We are looking forward to a long, mutual and rewarding relationship.

EDUCATION IS A TREASURE, WHICH ACCOMPANIES ITS OWNER EVERYWHERE!!

Yours Sincerely,

**Miss H.J. Kruger
School Principal**