

 WYNBERG GIRLS' JUNIOR SCHOOL	DOC REF	WGJS-Behavioural Policies
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	PAGE	1-8
SUBJECT	CODE OF CONDUCT FOR PARENTS	

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WYNBERG GIRLS' JUNIOR SCHOOL

CODE OF CONDUCT FOR PARENTS AND VISITORS

INTRODUCTION

Wynberg Girls' Junior School holds the partnership between home and school in high regard, recognising the significant level of cooperation it receives from parents. It is with this appreciation in mind that this code of conduct has been compiled.

1. PURPOSE OF THE CODE OF CONDUCT

This Code aims to:

- 1.1 Foster a positive relationship between parents and the school by providing parents with clear guidelines outlining expectations for their interactions. These guidelines encompass engagements with the school, fellow parents, WGJS staff, learners, and WGJS neighbours. Moreover, this policy extends its purview to encompass parents, staff, and learners affiliated with other schools. The goal of this code is accordingly to kindly remind all parents and visitors about how we can create safe and happy spaces for our children when we're together. When we say 'parents' we mean not just moms and dads but anyone who takes care of a child like grandparents or child-minders. It's all about making sure our kids are safe and having a great time.
- 1.2 The code also aims to ensure a safe environment for its learners and staff by setting out procedures that apply to parents when visiting the school as required by the Regulations for Safety Measures.

2. PRINCIPLES

2.1 The WGJS Parent Code of Conduct is underpinned by the following principles and practices:

2.1.1 Parents are encouraged to align their conduct with our school motto:

HONOUR BEFORE HONOURS

2.1.2 Parents are urged to uphold our school's 3 BE RULES in all their conduct:

- a. Be Respectful
- b. Be Responsible
- c. Be Kind

3. APPLICATION AND SCOPE OF THE CODE

- 3.1 This Code applies to all parents and guardians of the school without exception.
- 3.2 This Code is applicable:
- 3.3 On school property and surrounding neighbouring properties
- 3.4 On a school outing/excursion/tour.
- 3.5 At extra-curricular activities on and off the school property.
- 3.6 On social media platforms and email correspondence.
- 3.7 When attending school events at other schools or public venues.

4. GENERAL EXPECTATIONS

- 4.1 It is expected of parents attending any school activity that they will comply with the requests and arrangements of the school and/or the organisers, at all times, model positive ways of behaving and interacting with others; and avoid:
 - 4.1.1 disruptive or violent behaviour which interferes or threatens to interfere with any of the school's regular operations or activities anywhere on the school premises including disruptive behaviour which interferes with the operation of a classroom, an office area.
 - 4.1.2 using loud or offensive language, or using indecent signs, on the school premises and at any school activity.
 - 4.1.3 intimidating or threatening, in any way, a member of staff, visitor, fellow parent or learner.
 - 4.1.4 damaging or destroying school property.
 - 4.1.5 sending abusive, threatening, offensive or derogatory messages in any form to anyone within the school community which includes malicious or inflammatory emails, phone or social network posts or messages.
 - 4.1.6 smoking; taking, possessing or supplying illegal drugs; consuming alcohol (other than during authorised events – permitted only in the Western Cape) on school premises.
 - 4.1.7 bringing dangerous objects onto school premises, dogs being brought onto the school premises (other than guide dogs).
 - 4.1.8 conducting themselves in any way that does harm to the reputation of the school or embarrasses staff members or learners.
 - 4.1.9 Correcting their own child's behaviour, especially where it could lead to conflict.

- 4.1.10 Avoid using staff as threats to admonish children.
- 4.1.11 Keeping our children safe by adhering to the school's request to park safely outside the school gates during morning and afternoon drop off and collections, properly using crossings as well as showing respect and consideration for our neighbours.
- 4.1.12 The filming or recording of any abusive, threatening or aggressive behaviour instigated towards a member of staff or child.

5. SPORTS AND CULTURAL ACTIVITIES

5.1 When attending sports matches or cultural activities parents are expected to:

- 5.1.1 Apply self-constraint and show respect, courtesy and tolerance towards each other, educators, other staff, learners, spectators, and members of opposing teams/other schools and their parents, coaches and referees or judges.
- 5.1.2 maintain an indicated distance from the side lines of any particular sports field or court, and not go onto the play area or any other demarcated areas on the school grounds during an activity.
- 5.1.3 remain in a demarcated area for the audience at cultural events and not go backstage or into areas where learners are preparing for performances or events.

5.2 Parents are furthermore expected **not** to:

- 5.2.1 interrupt during sports practices or cultural rehearsals, even if it is to give advice, make arrangements, request feedback or discuss complaints or problems.
- 5.2.2 interfere with the coach's/educator's team/cast selection.
- 5.2.3 approach a learner in order to chastise or discipline them at practices or matches or performances.
- 5.2.4 bring external coaches to coach, give instructions to the learners interfere with sport practices and matches.

6. VISITS TO THE SCHOOL BY PARENTS

6.1 Visits to the school by parents shall be controlled in terms of the Regulations for Safety Measures in Schools:

8.(1) Parents have the right to visit the public school where their children have been admitted but such visits may not disrupt any of the school activities.

8.(2) Parents are required to make an appointment with the principal of the school for a personal appointment with him or her prior to the visit and must state the reason for the visit and the persons who may be involved during the visit.

6.2 The school's procedures as stated below:

- 6.2.1 Parents wishing to meet with a member of staff must make an appointment or leave a message with the school office. Educators are not available for calls during teaching hours. A meeting may also be requested by emailing the educator.
- 6.2.2 Parents visiting the school buildings or staff members must follow school protocol at the entrance gate by reporting to the security officer and then proceeding immediately to reception.
- 6.2.3 Parents must wear the visitors' badge for the entire time they remain on the school property.
- 6.2.4 Parents attending an event or sports match must proceed immediately to the designated area.

7. COMMUNICATION WITH THE SCHOOL

7.1 Parents are welcome to discuss any queries or problems in respect of a specific activity with the principal or delegated authority as per communication protocol at a meeting held for this purpose. Any matters raised will be taken up with the educator-in-charge/coach/organiser, and feedback will be provided to the parent. Discussions should occur in a mutually constructive, courteous, composed and respectful way. Conduct discussions about classroom management and disciplinary tendencies in the grade.

COMMUNICATION CHANNELS	
Query regarding the academic or behavioural progress of your own child	<ol style="list-style-type: none"> 1. Contact the class teacher or subject teacher 2. Continuing concerns can be directed to the Phase Departmental Head 3. Then the Deputy Principal or the Principal
Concerns regarding the welfare of your own child	<p><u>Minor issues</u></p> <ol style="list-style-type: none"> 1. Contact the class teacher <p><u>Serious issues</u></p> <ol style="list-style-type: none"> 2. Contact the Deputy Principal, School Counsellor or Principal
Concerns regarding the welfare of a child that is not your own child	Contact the School Counsellor or the Principal
Concerns regarding the conduct of other learners	<p><u>Minor issues</u></p> <ol style="list-style-type: none"> 1. Contact the class teacher <p><u>Serious issues</u></p> <ol style="list-style-type: none"> 2. Contact the Departmental Head, Deputy Principal or the Principal
Concerns regarding the actions of a school staff member	Contact the Principal
Concerns about the actions of a coach, organizer of an extra-mural activity	<ol style="list-style-type: none"> 1. Contact the Head of Sport/Culture/Service 2. For continuing concerns contact the Deputy Principal
Concerns about the actions of a parent, caregiver or volunteer at the school.	Contact the Principal
Query regarding a school policy or practice	<ol style="list-style-type: none"> 1. Contact the Deputy Principal or Principal 2. Ongoing concerns can be directed to the School Governing Body if not addressed by the Principal

7.2 We urge parents to use these channels of communication rather than:

7.2.1 Directing complaints or concerns to the education authorities, the MEC for Education or any other outside entity. (If a parent has exhausted their efforts to be heard at school level, they are then within their rights to escalate the issue.)

7.2.2 resorting to the media or social media without pursuing all internal and external channels first. Unwarranted media or social media coverage can cause reputational damage to the school, which is not in the best interests of the learners at the school as they are viewed in the light of the school's reputation in society and the workplace.

7.2.3 Parents are kindly advised not to engage in discussions with fellow parents concerning the behaviour of another child. All incidents or concerns should be exclusively reported and managed through the school's designated channels. It is expected that parents refrain from conversing negatively about other children, whether in person or in written communication. Moreover, parents are requested not to directly approach or reprimand any child; instead, any such matters should be directed to the responsible staff member.

8. SOCIAL MEDIA

Social media sites are increasingly being used to fuel campaigns or 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. Wynberg Girls' Junior School considers the use of social media platforms in this way as unacceptable and not in the best interests of the school insofar as any remarks or statements are made about the school on such platforms and within the confines of the Constitution of South Africa (without disregard to anyone's rights and freedom of speech. It must be noted by any parent that any derogatory statements seen to damage the school's reputation or cause the school any harm, directly or indirectly will be subject to rights of recourse in law that are strictly reserved. Any concerns you may have must be made through the appropriate channels by speaking to the teacher in the first instance as they can be dealt with fairly appropriately and effectively for all concerned.

In the event that any pupil or parent of a child/children being educated at WGJS 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 clearly defined rules governing the content that can be posted and they provide robust mechanisms for reporting content or activities that violate these rules. WGJS expects that any parent or pupil promptly removes such comments when identified.

In more severe cases, WGJS may also explore legal avenues to address any misuse of social networking and other online platforms.

Furthermore, it is crucial to address the issue of cyberbullying within WGJS community wherein any member publicly humiliates another through inappropriate social network posts. Such incidents will be treated as serious instances of school bullying.

Online activities that we consider inappropriate include:

- 8.1 Identifying or posting images/videos of children.
- 8.2 Abusive or personal comments about staff, governors, children or other parents.
- 8.3 Bringing the school to disrepute.
- 8.4 Posting or libellous comments.
- 8.5 Sending emails containing abusive or personal comments about staff or children.
- 8.6 Using social media to publically challenge school policies or discuss issues regarding individual children or staff members.
- 8.7 Engaging in threatening behaviour such as verbally intimidating staff or using offensive language.
- 8.8 Breaching school security procedures.

At WGJS we take our safeguarding seriously and will address any reported incidents appropriately in accordance with the outlined actions below.

9. NON-COMPLIANCE WITH THIS CODE

We have confidence that WGJS parents will, on the whole, uphold this code. Should any violation of this code occur, appropriate measures corresponding to the severity of the breach will be implemented. These measures may vary from advising the individual involved to discontinue the unacceptable conduct, to promptly initiating relevant legal actions, and reserving the right to admission to the school and/or events. The right of admission of any parent or visitor will at all times be strictly reserved.


Governing Body Chairperson

27/11/23
Date


Principal

29/11/23
Date