



# LANTERN SCHOOL

## PARENT'S CODE OF CONDUCT

### INTRODUCTION

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

Our parents recognise that educating children is a process that involves 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 our school is 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, Lantern cannot flourish and continue to strive for excellence.

The purpose of this policy is to serve as a reminder to all parents, caregivers and visitors to our school regarding expected conduct, 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, care givers and visitors to:

1. Respect the caring ethos of Lantern School.
2. Be friendly and set an example for the learners and staff.
3. Support the school in all disciplinary actions.
4. Be willing to volunteer and assist.
5. See that learners are attired properly.
6. Understand that both teachers and parents need to work together for the benefit of their children.
7. Encourage their children to be responsible and accountable at an age appropriate level.
8. 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.

9. Correct your own child's behaviour, especially in public where it could otherwise lead to aggressive and/or conflict or unsafe behaviour.
10. Approach the school to assist in resolving any issues of concern through the correct channels. Teacher → HOD → Deputy → Headmaster
11. Seek to clarify a child's version of events with the school's view first. Be prepared to hear all sides of the story in order to bring about a peaceful solution to any issue.
12. 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.

1. 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.
2. Using loud and/or offensive language or displaying temper.
3. 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.
4. Damaging or destroying school property.
5. 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/parents/staff, at the school on Facebook or other social media sites.
6. Displaying any form of physical aggression towards another adult or child. This includes physical punishment of your own child on school premises.
7. 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 which may have legal consequences).
8. Smoking and consumption of alcohol or other drugs whilst on school property. (There is a designated smoking area.)
9. 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 person from entering the school grounds.

With regard to your child/ren's behaviour, parents will be informed of serious misconduct by means of 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.

## What we expect from Parents

### Visit to the school by Parents

1. 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 ...”
2. 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.**
3. Parents must please report to the office when visiting the school.
4. For an appointment to see the Principal, please contact the secretary with the request, including reason/s for the visit.
5. 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 required to sign in and/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.
6. 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 and signed.
7. 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.
8. Parents must exercise patience if they come to school unannounced.
9. Learners may come to the office when their parents wish to:  
hand over keys; get lunch, medication or clothing items.
10. All learners leaving early must be collected by their Parent/Caregiver who is to sign a register and/or complete the necessary forms.
11. Please do not collect your child from the classroom.

### General issues

1. Send your child/ren to school ready to participate and learn.
2. Parents must inform the school about medical information e.g. illnesses and medical aid membership.
3. Requests for a learner to miss school must be submitted in writing to the Principal. Where possible, medical and dental appointments should be made outside of school hours. No learner may leave the school premises during school hours.

4. Holiday must be planned to coincide with school vacations and NOT during the term.
5. For the safety of your child we cannot allow children to "hang around" school.
6. Parents are expected to get involved in the education of their child/ren. (e.g. assist with sport, attend parent meetings, assist with extra reading etc.).
7. Homework books or work books must be signed when sent home.
8. Help with reading at home regularly. See to it that your child reads regularly.

### **Prepare your child for school**

See that he / she:

1. has a good night's sleep, a healthy breakfast and a packed lunch
2. is dressed neatly in full school uniform. Insist that he/she be dressed and groomed in a manner consistent with the school's dress code.
3. has all stationery requirements.
4. has a place for study and ensure homework assignments are completed.
5. shows respect for all staff members and fellow pupils.
6. understand that in a democratic society appropriate rules are required to maintain a safe and orderly environment.
7. knows the school rules as presented in the Learner's Code of Conduct and assist him/her to understand them.
8. is supported to deal effectively with peer pressure.
9. Always remembers 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 Heads, the Head of Department, the Executive Staff or the Principal, so 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.**