



# LANTERN SCHOOL: PARENT’S CODE OF CONDUCT

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1. **TITLE**

Lantern School: Parent's Code of Conduct

2. **EFFECTIVE DATE**

01 January 2021

3. **DATE OF NEXT REVIEW**

01 January 2024

4. **REVISION HISTORY**

**As amended on:**  
20 September 2021

5. **PREAMBLE**

At Lantern School we are very fortunate to have supportive and friendly Parents. Our Parents recognise that educating our Learners is a process that involves a partnership between Parents, Educators and the School community.

As a partnership, our Parents understand the importance of a good working relationship to equip our Learners with the necessary skills needed for adulthood. For these reasons we continue to welcome and encourage Parents 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 wish to remain an Educational Institution of note within 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.

6. **LEGISLATIVE FRAMEWORK**

❖ South African Schools' Act 84 of 1996

7. **PURPOSE**

In order for Lantern School to continue to flourish, progress and achieve in an atmosphere of mutual understanding, this policy serves as a reminder to all Parents and visitors to our School regarding expected conduct.

## 8. DEFINITIONS AND ACRONYMS

No.	Term	Definition
❖	Act	The South African Schools' Act, Act No. 84 of 1996 as amended
❖	Educator	Any person, excluding a person who is appointed to exclusively perform extra-curricular duties, who teaches, educates or trains other persons or who provides professional educational services, including professional therapy and education psychological services, at Lantern School
❖	SGB / Governing body	School Governing Body - refers to the body responsible for governance at Lantern School as stipulated in article 16 of the South African Schools' Act (Act 84 of 1996)
❖	School	Lantern School
❖	Learner	Any person registered to receive education at Lantern School
❖	Staff	Any person working at Lantern School
❖	Principal / Headmaster	An Educator appointed or acting as the head of the School
❖	Parent	means— (a) the biological or adoptive parent or legal guardian of a Learner; or (b) person legally entitled to custody of a Learner; or (c) the person who undertakes to fulfil the obligations of a person referred to in paragraphs (a) or (b) towards the Learner's education at School
❖	Code of Conduct for Learners	Lantern School's document that lays down clear guidelines about what is acceptable and unacceptable behaviour for Learners at School
❖	HOD	Head of Department

## 9. ENCOURAGED BEHAVIOUR

This policy should be considered in conjunction with the guidance as set out in our Code of Conduct for Learners.

- ❖ Parents and visitors to the school are expected to:
  - ✓ Respect the caring ethos of Lantern School
  - ✓ Be friendly and set an example for the Learners and Staff
  - ✓ Support the School in all disciplinary procedures and actions
  - ✓ Be willing to volunteer and assist
  - ✓ Ensure the Learners are wearing the correct School attire
  - ✓ Understand the value of the co-operation between Educators and Parents for the benefit of the Learners
  - ✓ Encourage the Learners to be responsible and accountable at an age-appropriate level

- ✓ Demonstrate by example with personal speech and behaviour that all members of the School community should be treated with respect
- ✓ Address your own Learners' behaviour when required, especially in public where such behaviour could otherwise lead to aggressive or unsafe actions and/or conflict
- ✓ Approach the School to assist in resolving any issues of concern by following the correct processes:  
Class Teacher > Grade Head > HOD > Deputy Principal (High School or Primary School) > Principal
- ✓ Seek to clarify a Learner'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
- ✓ Avoid using Educators as threats to admonish a Learner's behaviour

## 10. UNACCEPTABLE BEHAVIOUR

In order to support a peaceful and safe School environment the School cannot tolerate Parents and visitors exhibiting the following:

- ❖ Disruptive behaviour which may interfere or threaten to interfere with the operation of an Educator's classroom, the administration Staff, maintenance Staff, office area or any other area on the School property
- ❖ The use of loud and/or offensive language
- ❖ The display of aggression or bad temper
- ❖ Threats to harm a member of Staff, visitor, fellow Parent or Learner regardless of whether or not the behaviour constitutes a criminal offence
- ❖ Damaging or destroying School property
- ❖ Abusive or threatening communication of any kind such as, but not limited to e-mails, text messages, voice messages, phone messages or any other written communication
- ❖ Defamatory, offensive or derogatory comments regarding the School, Staff and/or Learners either at the School or on any social media sites
- ❖ The display of any form of aggression towards your own or any other Learner or any other person.
- ❖ Approaching any Learner in order to discuss or chastise them due to their actions towards your child. Any such action may be seen as assault, regardless of it being verbal or physical, which could result in legal consequences
- ❖ Consumption of alcohol or any other drugs while on School property
- ❖ Smoking in the communal areas (There is a designated smoking area)
- ❖ Any illegal or dangerous substances or objects being brought onto the School property

Any occurrence of any of the abovementioned incidents on the School property may result in the School contacting the relevant and appropriate authorities. The School management and SGB reserves the right to ban such offender from entering the School property.

## 11. MISCONDUCT OF LEARNER

- ❖ Serious misconduct by a Learner may be reported to the Parent by means of a phone call or written communication
- ❖ A meeting will be set up with the Parent to discuss the issue
- ❖ Details of the misconduct will be made available
- ❖ Parents are required to sign the acknowledgement slip and make arrangements to assist in resolving all issues

## 12. PARENTS VISITING THE SCHOOL

- ❖ 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...'
- ❖ 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 schedule an appointment with the relevant member of Staff
- ❖ All Parents/visitors are required to report to the office when visiting the School
- ❖ All Parents/visitors are required to sign in and out. A visitor's book is available for this purpose
- ❖ A visitors' badge will be issued on 'sign-in' and must be returned on 'sign-out'
- ❖ In the interest of the safety of our Learners, all Parents/visitors must carry identification
- ❖ Meetings with the Principal must be scheduled with the secretary. Purpose of the meeting must be provided
- ❖ Meetings with an Educator can be made outside of teaching time. Such meetings need to be minuted/recorded and signed by all parties
- ❖ Educators are not available to receive telephone calls during teaching times. In case of an emergency, please contact the School via the admin office/secretary
- ❖ We request our Parents to exercise patience in cases where appointments have not been scheduled
- ❖ Parents bringing items such as but not limited to lunch, medication, clothing, etc. must deliver such items to the office. The Learner is required to collect such items from the office.

## 13. SIGNING OUT

No Learner may leave the School premises during School hours. Any situation where a Learner is required to leave School while teaching is still in progress is strongly discouraged. However, we are aware that circumstances are not always ideal. We request our Parents, where possible to schedule any doctor's (or other) appointments outside of School hours. Where such situations do arise the following guidelines apply

- ❖ Any Learner required to exit the property before the end of the School day must be signed out by a Parent.
- ❖ A register needs to be signed and forms completed
- ❖ All communication for such arrangements must be done through the administration office
- ❖ No Parent will be allowed to collect a Learner from the classroom

## 14. LEARNING MADE EASY

- ❖ To assist your child to prepare for his/her School day please ensure that he/she:
  - ✓ Has a good night's sleep, a healthy breakfast and a packed lunch
  - ✓ Is dressed neatly in full School uniform
  - ✓ Is dressed and groomed in a manner consistent with the Learner Code of Conduct
  - ✓ Has all stationery requirements
  - ✓ Has a place to study and complete homework
  - ✓ Shows respect to all Staff members and fellow Learners
  - ✓ Understands that in a democratic society, appropriate rules are required to maintain a safe and orderly environment
  - ✓ Knows and understands the School rules as per the Learner Code of Conduct
  - ✓ Has support to deal with peer pressure effectively

- ❖ Remember, children learn by example: "Do as I do, not as I say!"
- ❖ Any concerns you may have about the School must be communicated through the appropriate channels to ensure that they can be dealt with fairly, appropriately and effectively for all concerned: Class Teacher > Grade Head > HOD > Deputy Principal (High School or Primary School) > Principal

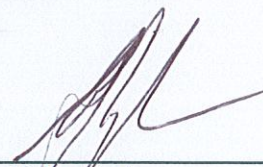
**15. GENERAL**

- ❖ Send your child to School ready to participate and learn
- ❖ Keep the School informed of any relevant medical conditions and/or illnesses and ensure that the Learner file is up to date with all details including Medical Aid Membership
- ❖ Requests for a Learner to miss School must be submitted in writing to the Principal
- ❖ Vacations should be planned to coincide with School holidays and not during the School term
- ❖ In the interest of the safety of all Learners, we cannot allow Learners to 'hang around' at School
- ❖ We request that our Parents get involved with the education of the Learners. (support of extra mural activities, attend parent meetings, assist with homework and encourage reading)
- ❖ Homework books and workbooks must be signed when sent home

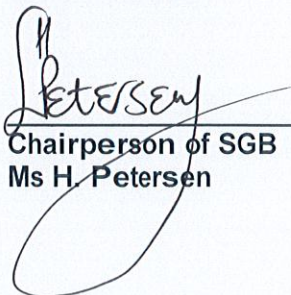
*We trust that Parents will assist and support our School with the implementation of this Policy and we thank you for your continuing support of the School.*

**16. SIGNATURE AND DATES**

Signatures:

  
 \_\_\_\_\_  
 Acting Principal  
 Mr C. van Wyk

12/12/2023  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Chairperson of SGB  
 Ms H. Petersen

12/12/2023.  
 \_\_\_\_\_  
 Date