



# HARTLEY ROAD PRIMARY SCHOOL

*A Quantum Leap for Education & Training Excellence!*

P O Box 70976  
OVERPORT  
4067

Tel: (031) 2073498

Email: [info@hartleyschool.co.za](mailto:info@hartleyschool.co.za)

## **HARTLEY POLICY: CODE OF CONDUCT FOR PARENTS**

Hartley Road Primary School is very fortunate to have a supportive and involved parent body. Our parents recognise that educating children is a process that requires a partnership between parents, class teachers and the school community. A good working relationship between these three parties is essential if we are to effectively equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents/guardians to participate fully in the life of our school with the knowledge that the school acts in *loco parentis* and as such can make the decisions for children if it is in their best interest as well as in the interests of their peers and the school as a whole.

In order for children to learn empathy, respect and how to deal with issues in a mature, proactive manner, we as adults need to model positive ways of behaving and interacting with one another.

The purpose of this policy is to provide information and to serve as a reminder to all parents and guardians of our school about the expected conduct. This is so that learning and teaching can continue to flourish, in an atmosphere of mutual understanding and respect.

### **We expect parents and or guardians to:**

- Respect the ethos and values of our school.
- Approach the school to help resolve any issues of concern.
- Understand that both teachers and parents need to work together for the benefit of the children.
- Support the Learner and Parent Code of Conduct of Hartley Road Primary School.
- Work collaboratively with all staff members including Educators, Admin and Support Staff.
- Read all communications sent out by the school and acknowledge where required.
- 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.
- Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any issue.
- Be responsible for their own child's behaviour.
- Avoid using staff as threats to admonish children's behaviour.
- Drive safely within the school premises and be considerate to other drivers and pedestrians.

### **In order to support a peaceful and safe school environment the school cannot tolerate parents, guardians and visitors exhibiting the following:**

- Disruptive behaviour which interferes or threatens to interfere with any operation of the school or related events.
- Threatening to do actual bodily harm to any member of the school community.
- Damaging or destroying school property.

- Abusive, threatening, defamatory or offensive verbal or written communication. This includes the use of offensive language.
- The use of physical aggression towards any adult or child.
- No parent is allowed to discipline another learner, if the parent has an issue regarding discipline, he/she should send an email to the school's email address: [info@hartleyschool.co.za](mailto:info@hartleyschool.co.za). The matter will be investigated and a response will be sent within 72 hours.
- If any parent is found guilty of disciplining a learner within or outside the school property, he/ she will be prohibited from entering the school property.

### **Interacting With The School**

- All persons not employed by the school, including parents and caregivers, are required to report to Reception when visiting the school. Ensure that you sign in with the designated school guard and receive a visitor's sticker.
- Teachers are not available during teaching hours to receive telephone calls. Messages can be left with the secretary.
- Meetings with any staff member are by appointment only.
- Homework books or workbooks must be signed when sent home.
- Medical/personal appointments must be made **after** school hours or on a Saturday.
- Parents must inform the school about medical information or contagious conditions.
- Holidays must be planned to coincide with school vacations and NOT during the term. Absolutely no concessions will be made. The learner will receive a zero mark for any assessments or tests missed.
- Inform the school about change of address, telephone number of both parents (home and work).
- Children must be dropped and fetched at the designated gate. Parents/ Lift club owners are not allowed to remain on the school premises and must leave immediately after drop off. No parents must be present for the school assembly.
- Parents are expected to support the education of their children at school, by ensuring that they arrive punctually and are fully prepared for the school day.
- Parents should make themselves available for meetings to discuss their child's academic progress and or behaviour. It is compulsory for both parents to attend.
- Parents are expected to work collaboratively with the relevant specialists should children require any intervention or support.
- Any parent who spreads rumours or incorrect information about the school or members of the school staff on social media or brings disrepute to the school will face all necessary disciplinary measures and be sued for defamation.

We trust that parents and carers will assist our school with the implementation of this policy and we thank you for your continuing support of the school.

*M. R Ballim*

Principal

*A. A Desai*

SGB Chairperson