

- 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

**H. Bhayat**

SGB Chairperson