



FOREST TOWN SCHOOL

ESTABLISHED 1948

For Learners with Special Needs

**CODE OF CONDUCT FOR
PARENTS AND VISITORS**

TABLE OF CONTENTS

1. TITLE OF THE POLICY: 3

2. EFFECTIVE DATE: 3

3. DATE OF NEXT REVIEW:..... 3

4. REVISION HISTORY 3

5. PREAMBLE 3

6. PURPOSE OF THE POLICY 3

7. SCOPE OF THE POLICY 3

8. LEGISLATIVE FRAMEWORK..... 4

9. ACCESS..... 4

10. COMMUNICATION 4

11. ASSOCIATION..... 4

12. CODE OF CONDUCT 5

13. NON-COMPLIANCE 6

14. APPROVAL 7

ANNEXURE A: UNDERTAKING BY PARENTS AND VISITORS 8

1. TITLE OF THE POLICY:

Assessment Policy of Forest Town School

2. EFFECTIVE DATE:

1 December 2018

3. DATE OF NEXT REVIEW:

30 November 2019

4. REVISION HISTORY

Issue Number	Description of Amendment	Approved by	Date
1	New Policy		

5. PREAMBLE

In the promotion of quality education for all learners, the cooperation of and partnering with parents and guardians of learners at Forest Town School is of vital importance. Parents/guardians play a pivotal role in extending the teaching role from school to the home and any event where the learners of the school are involved.

6. PURPOSE OF THE POLICY

This policy aims to create a harmonious and disciplined environment in which all stakeholders enable learners to reach their full potential. The policy further aims to create a yardstick by which the conduct of parents/guardians and visitors to the school can be measured.

7. SCOPE OF THE POLICY

This policy applies to all staff, parents/guardians and visitors of Forest Town School.

8. LEGISLATIVE FRAMEWORK

- 8.1. Constitution of the RSA;
- 8.2. National Education Policy (Act 27 of 1996);
- 8.3. South African School's Act (84 of 1996), as amended;
- 8.4. Gauteng School Education Act (6 of 1995), as amended; and
- 8.5. Regulations for Safety Measures at Public Schools, 2001.

9. ACCESS

- 9.1 The SGB and the principal have the right to regulate access to the school grounds and school activities. Also refer to the Disclaimer Boards placed on the school premises
- 9.2 The SGB and the principal have the right to search any visitor to the school grounds and at school activities for illegal substances and any dangerous objects.
- 9.3 The SGB and the principal have a duty to ensure the safety of all staff and learners of the school as well as any person on the school grounds or school activity.
- 9.4 The SGB and the principal reserves the right to refuse access to the school grounds and any school activity should it be in the best interest of the school and the learners and staff.

10. COMMUNICATION

- 10.1. Parents/guardians and visitors/supporters may discuss any enquiry or problem with the principal or organiser of a specific event.
- 10.2. The principal/organiser will discuss any matters with the relevant people where deemed fit.
- 10.3. Parents/guardians/visitor/supporters must discuss any irregularities at school or at school events with the principal and not with other parents, any staff member or the media.

11. ASSOCIATION

- 11.1. Parents/guardians should regard themselves as representatives of the school when attending any activity of the school or supporting their children at such activities and when visiting the school.
- 11.2. Visitors are reminded that they create an association with the school when visiting the school and/or attending any activity of the school.

12. CODE OF CONDUCT

- A. The school will provide this code of conduct to parents/guardians and visitors – see Annexure A.
- B. When visiting the school or attending school activities
 - a. Parents and visitors shall conduct themselves in a way that does not harm the school's reputation or embarrass staff or learners, and through their conduct portray and build a positive image of the school at all times.
 - b. Parents and visitors shall apply self-constraint and show respect, courtesy and tolerance towards each other, staff learners, fellow spectators, any officials and opponents.
 - c. Staff, coaches and officials may not be intimidated.
 - d. Parents and visitors are expected to conduct themselves in accordance with the code of ethics required by a particular cultural activity or sporting code.
 - e. Physical violence, defamatory and offensive language or indecent signs at any school activity are strictly prohibited.
 - f. Parents and visitors must refrain from making negative remarks or using improper language when interacting with officials, players or supporters of opponents during any school activity.
 - g. Parents attending any activity of the school shall comply with the requests and arrangements of the school concerned and/or organisers of the event.
 - h. The use of alcohol and illegal substances during any school activity is strictly prohibited.
 - i. Parents and visitors may only smoke in designated areas and only if it does not interfere with the activity or education of the learners.
 - j. Parents and visitors must keep the school grounds tidy and clean – littering is prohibited.
 - k. Parents and visitors must not interfere with any activity by entering the area of play or being too close to the field of play.
 - l. Parents and visitors to the school shall adhere to the safety and security rules of the school at all times.
 - m. Parents and visitors must arrange appointments to the school to ensure that there is no disruption to the education process of the school.

- C. Culture and Sports practice sessions
 - a. Coaches may not be interrupted during the practice session, even if it is to give advice, make arrangements, request feedback or discuss any other matter.
 - b. Parents may in no way interfere with team selection.
 - c. Parents may request a discussion with the coach and/or principal at a suitable time and place, to discuss any matter relating to the activity.
 - d. Discussions between coaches and parents should occur in a mutually constructive, courteous and respectful way.
 - e. School property used during practice sessions may not be removed from the school premises without the approval of the principal.
 - f. Any school property lent out must adhere to the principles of the school's Use of School Assets Policy.

13. NON-COMPLIANCE

- 13.1. In the case of non-compliance with the code of conduct, the following action may be taken by the school:
 - a. The transgressor will be requested to immediately cease the conduct in question.
 - b. If the transgressor fail to respond, the school may request him/her to leave the school grounds.
 - c. If necessary the school may request security or SAPS to remove the transgressor.
 - d. In the case of possession or use of alcohol and/or illegal substance, the school will call on SAPS for assistance.
- 13.2. In cases of continued misconduct, the school may take the necessary legal action to expel the transgressor from any school activity and/or refusal to enter the school grounds.

14. APPROVAL

Recommended by: (Principal)		Signature:	
Date:			
Approved by: (SGB Chairperson)		Signature:	
Date:			

ANNEXURE A: UNDERTAKING BY PARENTS AND VISITORS

UNERTAKING BY PARENT/VISITOR



I, _____ Parent/Visitor to Forest Town School, commit and undertake to adhere to this code of conduct when visiting the school or being a supporter at any school event:

CODE OF CONDUCT

A. When visiting the school or attending school activities

- Conduct myself in a way that does not harm the school's reputation or embarrass staff or learners, and through my conduct portray and build a positive image of the school at all times.
- I shall apply self-constraint and show respect, courtesy and tolerance towards each other, staff learners, fellow spectators, any officials and opponents.
- Staff, coaches and officials will not be intimidated.
- Conduct myself in accordance with the code of ethics required by a particular cultural activity or sporting code.
- Physical violence, defamatory and offensive language or indecent signs at any school activity are strictly prohibited.
- Refrain from making negative remarks or using improper language when interacting with officials, players or supporters of opponents during any school activity.
- Comply with the requests and arrangements of the school concerned and/or organisers of the event.
- The use of alcohol and illegal substances during any school activity is strictly prohibited.
- Only smoke in designated areas and only if it does not interfere with the activity or education of the learners.
- I undertake to keep the school grounds tidy and clean.
- I will not interfere with any activity by entering the area of play or being too close to the field of play.

- I will adhere to the safety and security rules of the school at all times.
- I will arrange appointments to the school to ensure that there is no disruption to the education process of the school.

B. Culture and Sports practice sessions

- Coaches may not be interrupted during the practice session, even if it is to give advice, make arrangements, request feedback or discuss any other matter.
- I will in no way interfere with team selection.
- I may request a discussion with the coach and/or principal at a suitable time and place, to discuss any matter relating to the activity.
- I undertake to ensure discussions take place in a mutually constructive, courteous and respectful way.
- School property used during practice sessions may not be removed from the school premises without the approval of the principal.

Signed on this _____ day of _____ 20 ____

Name

Signature