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1. Introduction

Kometjie Primary School places high value on the partnership between home and school and appreciates the level of co-operation and involvement that it experiences from parents. It is with that in mind that this code of conduct for parents and visitors of Kometjie Primary School has been compiled and approved by the governing body.

The code of conduct has been drafted in accordance with the applicable provisions of the Constitution of the Republic of South Africa, Act 108 of 1996; the South African Schools Act 84 of 1996 ('SASA'); the Regulations for Safety Measures at Public Schools (GN 1040 in Government Gazette 22754 of 12 October 2001, as amended) and applicable provincial legislation.

2. Purpose

This code aims to

- 2.1. create a harmonious and disciplined school environment in which educators, coaches, parents and supporters enable learners to reach their full potential
- 2.2. create a yardstick by which the conduct of learners, parents, educators, coaches and management can be measured
- 2.3. foster a positive relationship between parents and the school by providing parents with guidelines of expectations in their interactions with the school and their responsibilities regarding their children's education
- 2.4. ensure a safe environment for its learners and staff by setting out procedures that apply to parents when visiting the school as required by the Regulations for Safety Measures.

3. Access to the School

In terms of the South African Schools Act and Regulation 5 of the Regulations for Safety Measures in Schools, the governing body and school principal have the right to regulate access to the school grounds and school activities. The governing body and school principal have a duty to ensure that no-one who poses a risk to learners, school staff or any other visitor to the school gains access to the premises. Any visitor to the school grounds may be searched for any illegal drugs or dangerous objects. The governing body reserves the right of access to the school grounds and may refuse a person entry should this be in the best interest of the school and the learners.

4. General Expectations

It is expected of parents attending any school activity that they will comply with the requests and arrangements of the school and/or the organisers at all times, model positive behaviour and interactions with others; and avoid

- 4.1. disruptive or violent behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises
- 4.2. using loud or offensive language, or using indecent signs, on the school premises and at any school activity
- 4.3. intimidating or threatening, in any way, a member of staff, visitor, fellow parent or learner
- 4.4. damaging or destroying school property
- 4.5. sending abusive, threatening, offensive or derogatory messages in any form to anyone within the school community.
- 4.6. taking, possessing or supplying illegal drugs
- 4.7. consuming alcohol on school premises, other than during authorised events

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- 4.8. smoking on school premises, other than in the designated smoking areas, and only if this does not interfere with the learners' education or activities. Consult the school's smoking policy, which stipulates the designated smoking areas.
- 4.9. bringing weapons or dangerous objects onto school premises, unless intended for official work purposes, such as in the case of SAPS officers.
- 4.10. conducting themselves in any way that does harm to the reputation of the school or embarrasses staff members or learners on and off the school premises

5. Sports and Cultural Activities

When attending sports matches, gatherings, performances or any other school activities, parents are expected to

- 5.1. regard themselves as representatives of the school
- 5.2. conduct themselves in a way that does not harm the school's reputation or embarrass staff members or learners
- 5.3. through their conduct, always portray and build a positive image of the school.
- 5.4. apply self-constraint and show respect, courtesy and tolerance towards each other, educators, other staff, learners, spectators, members of opposing teams/other schools and their parents, coaches and referees, judges and opponents
- 5.5. maintain an indicated distance from the side lines of any sports field or court, and not go onto the play area or any other demarcated areas on the school grounds during an activity
- 5.6. remain in a demarcated area for the audience at cultural events and not go backstage or into areas where learners are preparing for performances/events
- 5.7. refrain from making negative remarks or using improper language when interacting with referees, other officials, judges, players or their opponents' supporters
- 5.8. comply with the requests and arrangements of the school concerned and/or the organisers
- 5.9. remember that your child participates in the sport of his or her choice and for his or her enjoyment, not yours
- 5.10. encourage your child to learn the rules of his/her sport
- 5.11. teach your child the value of honesty and fair play
- 5.12. turn defeat into victory by helping your child work towards skill improvement and good sportsmanship
- 5.13. Never ridicule or yell at your child or someone in his or her team for making a mistake or losing a game
- 5.14. remember that young people learn by example – applaud good play from your child and the opposition
- 5.15. not publicly question a coach's, referee's or umpire's judgement and honesty
- 5.16. recognise the value of our coaches – they give of their time and resources to provide recreational activities for your children
- 5.17. not approach a referee, umpire or coach at any stage during or immediately after a game
- 5.18. remember that your child must be collected within fifteen minutes of the end of a game or practice
- 5.19. be proud of your child's school and support both whenever you can
- 5.20. play an active role in encouraging and supporting the school
- 5.21. be realistic in their expectations
- 5.22. Abusing coaches will not be tolerated by the management of the school
- 5.23. communicate your grievances through the correct channels at school and abide by the outcomes; and follow the correct appeal process if you are unsatisfied with those outcomes.
- 5.24. not to interrupt during sports practices or cultural rehearsals or class teaching time, even if it is to give advice, make arrangements, request feedback or discuss complaints or problems
- 5.25. not to interfere/challenge with or intimidate coaches, educators, referees or judges
- 5.26. not to approach a learner to chastise or discipline them at practices, matches, performances or events
- 5.27. not to force your child to participate in a certain sport
- 5.28. refrain from making defamatory remarks to learners, coaches, staff
- 5.29. refrain from hate speech

Physical violence, defamatory and offensive language or indecent signs during sport matches or other activities are prohibited.

6. Visits to the School by Parents

Visits to the school by parents shall be controlled in terms of the Regulations for Safety Measures in Schools:

- 8.(1) Parents have the right to visit the public school where their children have been admitted but such visits may not disrupt any of the school activities.
- 8.(2) Parents are required to make an appointment with the principal of the school for a personal appointment with him or her prior to the visit and must state the reason for the visit and the persons who may be involved during the visit.

The school's procedures are as follows:

- 6.1. Parents wishing to meet with a member of staff must make an appointment or leave a message with the school office. Educators are not available for calls during teaching hours. A meeting may also be requested by emailing the educator or school office or writing a note into the child's diary.

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- 6.2. Parents visiting the school buildings or staff members must sign the Visitor's log in the foyer and to report to reception. The secretary will then contact the member of staff.
- 6.3. Parents attending an event or sports match must proceed immediately to the designated area.

7. How to Raise and Resolve Complaints

- 7.1. Parents are welcome to raise any queries or problems in respect of a specific activity with the principal or delegated authority as per the Complaint Resolution Process (see Table 1 below). Any matters raised will be taken up with the educator-in-charge, coach, or organiser, and feedback will be provided to the parent. Discussions should occur in a mutually constructive, courteous, composed and respectful way.
- 7.2. We urge parents to use these channels of communication rather than
 - 7.2.1. directing complaints or concerns to the education authorities, the MEC for Education or any other outside entity. (If a parent has exhausted their efforts to be heard at the school level, they are then within their rights to escalate the issue.)
 - 7.2.2. resorting to media or social media channels. Unwarranted media / social media coverage may cause reputational damage to the school, which is not in the best interests of the learners at the school as they are viewed in the light of the school's reputation in society and the workplace.
- 7.3. Communication concerning a learner's absence from school must be in writing and must be written and signed by the parent and contain the following information: Name of learner, Class/Tutor group, dates of absence, reason for absence.

Table 1: Complaint Resolution Process

Query regarding the academic or behavioural progress of your own child	Contact the teacher Continuing concerns can be directed to the Departmental Head in charge of Academics or the principal
Concerns regarding the welfare of your own child	Contact the class teacher who will determine whether they may resolve the matter, or defer it to the disciplinary team, the principal or the SGB. If you are unsatisfied with the outcome at any stage of the process, you may appeal in writing to the next authority in the line.
Concerns regarding the conduct of other learners	Contact the class teacher who will determine whether they may resolve the matter, or defer it to the disciplinary team, the principal or the SGB. If you are unsatisfied with the outcome at any stage of the process, you may appeal in writing to the next authority in the line.
Concerns regarding the actions of a school staff member	Contact the principal
Concerns about the actions of a coach or organizer of an extra-mural activity	Contact the head of sport
Concerns about the actions of a parent, caregiver or volunteer at the school.	Contact the principal
Query regarding a school policy or practice	Contact the Departmental Head or principal Ongoing concerns can be directed to the School Governing Body if not addressed by the principal

8. Social Media

Social media sites (such as Facebook, Instagram and WhatsApp) are increasingly being used to fuel campaigns or complaints against schools or to share inappropriate information, e.g. naming children involved in incidents, sharing confidential information regarding an aspect of school life, making allegations or accusations or sharing false news. Kommetjie Primary School considers the use of social media platforms in this way as unacceptable and not in the best interests of the school.

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9. Commitment of Parents and Visitors

Every parent and/or visitor to the school grounds commits him/herself to:

- 9.1. faithfully adhere to this code of conduct and all the rules and regulations of Kommetjie Primary School
- 9.2. maintain high moral and ethical standards when visiting the school grounds or attending school activities
- 9.3. at all times strive for conduct that is responsible and that promotes the school's reputation
- 9.4. enthusiastically support the school and the learners
- 9.5. show courtesy and respect towards all staff, learners, visitors and referees
- 9.6. keep the school grounds neat and tidy, and littering is prohibited

10. Specific Commitments of Parents

Every parent commits to:

- 10.1. familiarising themselves with the school's Code of Conduct for Learners and acknowledge that, in terms of Section 8(4) of the South African Schools Act 'Nothing contained in this Act exempts a learner from the obligation to comply with the code of conduct of the school attended by such learner'
- 10.2. attending meetings called by the school, as far as is feasible
- 10.3. involving themselves in the life of the school, enthusiastically supporting the school and its learners, to promote the best interests of the learners
- 10.4. maintaining a respectful and constructive, rather than a confrontational, approach in the face of conflicts and challenges that may arise
- 10.5. following the protocol set out by the school for dealing with complaints through appropriate communication (See section 7)
- 10.6. paying school fees timeously (unless exempt) and contacting the school should circumstances hinder the payment thereof
- 10.7. providing a home environment that supports the school and positive learning attitudes and behaviours
- 10.8. accepting that parents have a responsibility to assist with the discipline of their children, to monitor their educational progress, to ensure their attendance at school, punctuality, completion of their homework and preparation for assessments
- 10.9. following the school's protocol for reporting absence from school
- 10.10. ensuring that their children meet their commitments regarding extra-mural activities
- 10.11. informing the school of relevant medical information or contagious conditions
- 10.12. informing the school immediately of any change of address or telephone numbers of both parents or caregivers (home and work)
- 10.13. arranging holidays only during the dates specified in advance by the Department of Basic Education.
- 10.14. making medical/personal appointments after school hours or, in the case of an emergency, communicating directly with the school secretary, giving adequate reasons
- 10.15. adhering to times and procedures for dropping off or collecting their children from school and observing traffic and courtesy rules when doing so

11. Non-Compliance with this Code

We believe that our parents will, on the whole, adhere to this code of conduct. In case of non-compliance, the transgressor will be requested to immediately cease the conduct in question. Should the transgressor fail to comply with such a request, and their conduct disrupts any school activity, the school shall be entitled not to allow them onto the school grounds, and to have them removed, if necessary. Furthermore, the transgressor will be obliged to attend a hearing with members of the School Governing Body, who will then determine a suitable sanction. Failure to attend the hearing will not render any decisions taken at such hearing to be invalid.

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12. Policy Adopted by the School Governing Body

This Code of Conduct for Parents and Visitors for Kometjie Primary School was adopted by the School Governing Body on 22 November 2022.

Name	SGB Designation	Date	Signature
Catherine Bondesio	SGB Chairperson	07-12-22	
Gueorguiev GY	Principal	07-12-22	
Cathy Eitzen	Staff Member	08-12-22	
Jane Teixeira	Secretary	30/11/2022	
Jeremy Bristow	Parent Member	30/11/2022	
Jessica Wellburn	Parent Member	24-11-22	
Liesa Trengove	Parent Member	14-12-22	
Marion Sivewright	Staff Member	22-11-2022	
Sarah Geline	Parent Member	25-11-2022	

13. Policy Register Details

Policy Title	Code of Conduct for Parents and Visitors
Policy Number	59
Date Adopted by SGB	22 November 2022
Effective Date	20 November 2022
Expiry Date	
Review Date	22 November 2025
Amendment History	

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