

REVISED JANUARY 2021

# LORETO CONVENT SCHOOL



**AMDG**

## **SCHOOL PARENT POLICY**

### 1. INTRODUCTION

This document is the policy for the conduct by parents (this includes biological parents, legal guardians, and full-time carers) and visitors to Loreto Convent School. It aims to create a harmonious and disciplined school environment in which parents and educators enable learners to reach their full potential.

The purpose of this policy is to provide a reminder to all parents and visitors to Loreto Convent School about the expectations around the conduct of all parents and visitors connected to our school.

We understand that everyday frustrations can cause misunderstandings and have a negative impact on our relationships. We believe it is essential that we all remain committed to resolving difficulties in a constructive manner through open, positive dialogue.

In terms of the South African Schools Act, the Board of Governors and School Principal have the right to regulate access to the school grounds and school activities as they 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 Board of Governors and School Principal reserve the right of access to the school grounds and may refuse a person entry should this not be in the best interest of the learners.

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

- 1.1 Faithfully adhere to the school's Code of Conduct and all the rules and regulations Loreto Convent School.
- 1.2 Maintain high moral and ethical standards when visiting the school grounds or attending school activities.

1.3 At all times strive for conduct that is responsible and that promotes the school's reputation.

1.4 Enthusiastically support the school and the learners.

1.5 Show courtesy and respect towards all staff, learners and visitors.

## 2. CONDUCT DURING SCHOOL VISITS OR SCHOOL ACTIVITIES

2.1 Parents and/or visitors shall conduct themselves in a way that does not harm the school's reputation or embarrass staff members or learners and should, through their conduct, portray and build a positive image of the school at all times.

2.2 Parents and/or visitors shall apply self-constraint and show respect, courtesy and tolerance towards each other, educators and learners.

2.3 Disruptive behaviour which interferes or threatens to interfere with any of the school's normal operation or activities anywhere on the school premises, is not tolerated.

2.4 Educators, learners and staff members may not be intimidated.

2.5 Physical violence, negative remarks, defamatory and offensive language or indecent signs/gestures are strictly prohibited.

2.6 Threatening a member of staff, visitor, fellow parent or learners is prohibited.

2.7 Damaging or destroying school property is prohibited.

2.8 The use of physical, verbal or written aggression towards another child or adult (this includes physical punishment of a parent's own child on school premises) is not tolerated.

2.9 Parents attending any activity of the school shall comply with the requests and arrangements of the school concerned and/or the organisers.

2.10 The use of alcohol and illegal drugs during any school activity is strictly prohibited.

2.11 No weapons or dangerous objects may be brought onto the school grounds, unless intended for official work purposes, such as in the case of the South African Police Service officers.

2.12 Smoking is strictly prohibited on the school premises.

2.13 Parents and/or visitors are requested to keep the school grounds neat and tidy. Any littering is prohibited.

## 1. COMMUNICATION

Parents and visitors may discuss any enquiries or problems in respect of a specific activity with the Deputy Principals or School Principal and not with other learners, educators, parents, visitors or media.

The Board of Governors and the School Management Team are committed to promote the school's interests at all times and to try to ensure the development of the school by providing quality education to all learners in the school.

## 2. INAPPROPRIATE USE OF SOCIAL NETWORK SITES

- 2.1 The school, its staff, Board of Governors and members of its community should not be mentioned or discussed in a negative or defamatory way.
- 2.2 Photographs of learners in school uniform represent the School and its learners and should not be posted if they have the potential to bring negative connotations towards the School, its staff and learners.
- 2.3 Photographs containing other learners should not be posted without the express consent of the other learner/s' parents.
- 2.4 Email addresses and or contact numbers of parents, staff and learners should not be distributed to other people without their express consent.
- 2.5 Parents are not permitted to contact other learners via any form of social media without the express consent of the learner/s' parents.
- 2.6 Sending abusive or threatening emails, text/voicemail/phone messages on any social media platform or other written communications to anyone within the school community is prohibited.
- 2.7 Parents may not contact any member of the school community to issue defamatory, offensive or derogatory comments regarding the school or any of the learners / parents / staff / governors at the school.

## 3. NON-COMPLIANCE WITH THE CODE OF CONDUCT

In the case where the unacceptable behaviour is deemed a criminal matter, the concerns will be referred to the South African Police. This will include any harassment, threats of violence and actual violence to any child or member of staff at the school.

In cases where evidence suggests that behaviour is tantamount to libel or slander, then the school will refer the matter to its solicitor for further action.

In cases of non-compliance with the code of conduct but the breach was not libellous, slanderous or of a criminal matter, then the transgressor will be requested to immediately cease the conduct in question and the parent will be invited to a meeting to try to resolve the issue. Should parents'/visitors' conduct disrupt any school activity, and said person's failure to comply with the principal or member of Board of Governors request for the

conduct to be ceased and refuses the invitation, the Board of Governors and/or School Principal shall be entitled not to allow the parent/visitor onto the school grounds, as well as to remove the parent/visitor or have them removed, if deemed necessary

#### 4. COMPLAINTS

This policy does not prevent parents from raising legitimate complaints. In most cases we hope that all complaints and concerns can be resolved through open dialogue with first the school principal and thereafter with a member of the Board of Governors if the parent is not satisfied with the outcome.

#### **IMPLEMENTATION AND REVIEW**

This policy will be reviewed by the academic committee at the start of each year to ensure that it complies with the changing legislation.

Signatures:



Mrs Truter  
Executive Principal



Ms Alves  
HS Deputy Principal



Ms Hill  
PS Deputy Principal