



CODE OF CONDUCT FOR PARENTS

This Code of Conduct will evolve in time as Educators, learners and parents work together. This Code is compiled in consultation with a number of quality schools and by applying our own professional experience and vision for Allen Glen High School, its Learners, Educators, Staff and Parents.

We ask that parents undertake to co-operate with us in the following areas:

1. Should you wish to discuss any aspect of the Code of Conduct kindly contact the Deputy Principal who holds this portfolio.
2. Parents are to **REINFORCE** the school rules and **CO-OPERATE** with Educators in order to maintain discipline at school, on tours and at any functions held by the school.
3. If at any time, you feel that your child has been **TREATED UNFAIRLY**, kindly contact the Educator or Grade Supervisor to hear both points of view before reacting, being critical in an open forum or in the presence of your child.
4. Do not **CRITICISE OR UNDERMINE** an Educator or the school in the presence of your child. This often instils a false sense of protection and your child could be negatively affected by this practice. The authority of the Educator may not be undermined and care must be taken to address issues through the correct channels.
5. All **COMPLAINTS** must be **IN WRITING** so that investigations can be carried out objectively and thoroughly.
6. **APPOINTMENTS** must be made initially with the Educator/coach concerned. If a solution cannot be found, an appointment with the Grade Supervisor should be made. If the matter remains unresolved, an appointment with the Deputy Principal in charge of the grade should be made. The last resort would be to make an appointment with the Principal, who will ensure that all parties concerned are present. At no time will Allen Glen High School have an Educator placed "on trial" in his/her absence.
7. Appointments with Educators are to take place either before or after school; Educators may not be visited or telephoned during lessons. If the appointment cannot be kept, kindly advise the Educator or one of the Secretaries timeously. (Parents will not be provided with personal telephone numbers of any staff member.)
8. **DISCIPLINE IS ULTIMATELY THE RESPONSIBILITY OF THE PARENTS.** The school is an extension of this. No parent may revoke his or her responsibility in this respect.
9. Parents are to check and sign homework diaries regularly. Should your child frequently claim to have no homework, check this with the Educator.

10. The onus is on the parents to inform the school of any changes in address, telephone and personal details. In an emergency situation, it is vital that we are able to contact the parents.
11. The onus is on the parents to advise the school telephonically and to provide a letter when the Learner is ill. A doctor's certificate is expected if the learner is ill for more than three days or misses an examination or a cycle test – this must be provided within 7 days.
12. Do not become negatively involved with your child's performance in team games, which could be construed as criticism of your child, other players or the coach. This may be embarrassing and may undermine team morale and cohesion.
13. Our goal is to encourage happy, enjoyable participation by Learners and healthy competition. Winning is not the primary goal.
14. Parental support as spectators always helps to boost the spirit of the Learners.
15. Positive co-operation and communication between coaches and parents, in the interest of learners' enjoyment of their sport, is always a worthwhile goal.
16. Positive parental involvement in all spheres of our school is vital to create and maintain a well-balanced school environment.

I/We _____ parent(s)/ guardian

of _____ have read and agree to abide by the conditions hereof.

SIGNED: _____ DATE: _____
Father/Guardian

SIGNED: _____ DATE: _____
Mother/Guardian