



RIGHTS AND RESPONSIBILITIES OF PARENTS

Building our relationship with you

Introduction

Building a relationship with parents/guardians is very important to Bedfordview Primary School and its Staff. For this reason the Staff have joined together with the Governing Body to introduce a **Code of Rights and Responsibilities for Parents / Guardians**, which commits us to maintaining certain standards of fairness in our dealings with you, the parents and guardians of the learners at the school.

The code basically deals with BPS's relationship with you as the parent/guardian and lists the rights and obligations of the school towards the parent/guardian and the corresponding responsibilities of the parent/guardian, so that both parties know what to expect from the other. Teamwork among all parties concerned is essential to promote an effective culture of learning in the whole school community.

As the school responsible for educating your children, we are committed to high standards of transparency and service.

We undertake to:

- Deal fairly and reasonably with you the parent / guardian
- Offer education and services that comply with requirements as laid down by the Gauteng Department of Education.
- Provide all information in clear and plain language and where this is not possible, supply an explanation of such information
- Advise you of facilities and activities that are available to your children to benefit their education
- Provide a safe and secure learning environment
- Explain our policies and how we go about providing the best education for your children
- Ensure that policies and systems laid down are followed by our staff to ensure the proper and safe education of your children
- Ensure that all personal information disclosed is kept confidential
- Take the trouble to acknowledge your problems whatever the nature thereof.
- Ensure that the standard of education and services delivered complies with the current laws and regulations.
- Act with integrity and be worthy of your trust
- Levy only fees that are properly due

As parents/guardians we require you to undertake the following:

- Act responsibly in all your dealings and interactions with the school.
- Request more information if you feel we have not provided you with enough information
- Keep us informed of any changes in your personal details including address, employer and most importantly contact telephone numbers
- Support the school in the adherence to and enforcement of the **Learners' Code of Conduct**.
- Pay all fees promptly as they become due.
- Inform us as soon as possible if there is any matter which you are not satisfied with so that we may look into the matter and resolve it.

Rights and Responsibilities

1. YOU HAVE THE RIGHT TO EXPECT THE SCHOOL TO PROVIDE A FRIENDLY, ENCOURAGING, SECURE, SUPPORTIVE AND ENRICHING SCHOOL ENVIRONMENT.

You have the responsibility to:

- i) Instil in your child a sense of loyalty and pride in their school.
- ii) Avoid negative attitudes at home with regard to teachers, peers and the school community. Nurture a partnership with the teachers, in the interest of the child.
- iii) Encourage a friendly relationship with the school staff.
- iv) Make the child aware of personal accountability for his actions
- v) Enquire about the full extent of the facts rather than only accepting the child's perspective.
- vi) Discourage aggressive attitude towards all race groups, staff and the school community
- vii) Take the necessary and correct precautions to ensure the safety of your child and other members of the school community
- viii) Understand that the upbringing of your child remains your responsibility
- viii) Constantly encourage your child in every aspect of his school life and be sensitive to all his needs and achievements.
- ix) Ensure that your child arrives at school on time and is collected after school, on time.
- x) Ensure that your child is dressed in the correct school uniform.
- xi) Ensure that your child has eaten before arriving at school and has something to eat during the course of the day.

2. YOU HAVE THE RIGHT FOR YOUR CHILD TO RECEIVE A GOOD EDUCATION.

You have the responsibility to:

- i) Take an active interest in the child's homework, achievements, problems and weaknesses and guide him where necessary.
- iii) Ensure that your child has the necessary stationery and/or textbooks he needs and that he is properly equipped for his school day by planning ahead.
- iv) Contact the school promptly in the event of any problems and to work with the school and not against it with a view to successfully solving such problems.
- v) Provide the appropriate facilities at home in an environment conducive to learning:
 - comfortable and quiet study area
 - regular study times (ensuring disciplined adherence to these times)
 - quietness in the home during such times of study
 - organised and well planned approach to successful study
- vi) Show interest and a caring attitude by ensuring that schoolwork is diligently completed and that your child participates in extra mural activities.
- vii) Restrict, restrain, guide and control your child in order to instil a healthy and responsible attitude towards school.
- viii) Ensure that your child makes use of all opportunities offered to him by the school
- ix) Encourage your child to view his education as not only a right but also as a privilege, which is accompanied by distinct responsibilities.

3. YOU HAVE THE RIGHT TO BE TREATED WITH RESPECT AND CONSIDERATION

You have the responsibility to:

- i) Show your child, by example, how to be respectful and considerate to others.
- ii) Accept that we are all very similar as human beings with similar hopes, fears and aspirations. Learn about each other's cultures, our similarities and differences and to promote positive attitudes in the home environment towards others.
- iii) Ensure your child's punctuality, control his absenteeism and cultivate his positive attitude towards others.
- iv) Acknowledge excellence and effort wherever it occurs and from whom it comes.
- v) Treat the whole family, as well as, the school community with respect and consideration.



Rules & Regulations for School Policy & Procedure

Communication - Delighted or Disappointed

You are the best judges of the services we provide. We regard your compliments and complaints as essential information, which encourages improvement.

To make it easier for you to talk to us and to get problems resolved quickly and effectively, we have set up a simple process for you to follow:

QUERIES / ASSISTANCE / CONCERNS	CONTACT
Academic concerns, behaviour problems, general queries for learners in Grade 1, 2 and 3.	Class Teacher Mrs Van Reenen – HOD - Grade 2 and 3 Mrs Templeton – HOD - Grade R and 1
Academic concerns, behaviour problems, general queries for learners in Grade 4, 5, 6, and 7.	Class Teacher Mrs Slabbert – HOD Geography, History & Maths Ms Taylor – HOD Technology, English & Afrikaans Mrs Coetzer – HOD LO, Guidance & EMS Mrs Roe – Art & Culture Mr Bryant – NS
Emotional, social, learning problems	Class Teacher Mrs Coetzer – HOD Guidance
Extra mural concerns, queries	Mr Nash – Head of Extra Murals
Behaviour concerns, discipline issues, bullying	Mr Bryant – Deputy Principal

Should there be any other matter you would like to discuss, the door of Mrs Sandy Kingsley the principal is always open.

Dropping off and collecting of children from school.

Drivers of vehicles must at all times conduct themselves in an orderly polite and patient fashion. At all time adhere to the drop off and collection areas around the school. Extreme caution must be exercised especially at those points where children cross the road. Ensure that your childt exits the vehicle from the side closest to the curb and, where crossing the road is necessary, that they cross only at the correctly designated crossing points.

Attendance policy

Regular and punctual attendance is essential for success as a learner. Absences and late arrival interrupt the smooth and complete process of learning.

Parents are to encourage and facilitate prompt and regular attendance. Schedule doctor appointments and family vacations so that attendance at school is affected as little as possible.

It is important for learners to be on time for school and class. Being prompt demonstrates self-discipline, responsibility and maturity. These qualities are not only important for proper academic achievement, but are also essential to development of good habits which are characteristic of success and good citizenship. Lateness is usually considered a form of rudeness and lack of adequate planning.

When your child is absent, submit a note to their class teacher explaining their absence. A doctor's note is necessary for absences of more than 2 days.

Request a list of homework assignments from teachers on the days when it is necessary for your student to be absent. It is to the learner's advantage to turn this work in the day they return if possible.

Field (day) trips

Field trips are regarded as an extension of the classroom provided the intent is educational and relates to the subject area that the class is studying. While the cost of day trips has been budgeted for and is currently covered by school fees, parental permission must be received in order to participate. No student will be allowed on an away trip without specific parental permission.

Overnight tours / camps

These trips are organized and relevant to the educational development of learners. The cost of an overnight trip is not included in school fees, this is voluntary but parental permission must be received in order to participate. No student will be allowed on an away trip unless school fee accounts are paid up-to-date.

Dress code

Purpose

The goal of our dress code is to establish good standards for our school and our students. The code is meant to foster a learner's self respect, maintain an atmosphere consistent with instructional goals and to provide the opportunity for learners to make a positive statement in our community.

To achieve such standards, a specific uniform will be required for all learners. To the greatest degree possible, uniform guidelines will be applied consistently. It is the responsibility of parents and learners to understand and comply with the uniform code guidelines.

General Guidelines

The guidelines apply to regular school days, extracurricular activities, and all school events.

1. Learners are expected to be dressed according to the dress code from the time they arrive at school until they leave in the afternoon or begin sports practice.
Learners are expected to use good judgment in dressing for extracurricular activities in a manner that reflects modesty, neatness, and cleanliness. The school does have a dress code for extra mural activities. Should any doubt exist as to the dress code for any particular activity the teacher or coach in charge should be consulted.
2. All clothing must be modest, neat, clean, and ironed when wrinkled.
3. All clothes are to have a traditional fit. An item with a traditional fit is appropriately fitted in the shoulders, waist, leg, seat, bodice and length. No tight-fitting, clinging, low-cut, or high-slit garments are allowed. Oversized styles are not permitted.
4. Garments that are very thin, semi-transparent or "see-through" are not permitted.
5. All shirts are to be tucked in neatly so that the waistband or belt can be seen at all times.

A belt is to be worn with any garment that is designed with belt loops. Belts must be an appropriate length.
6. Jewelry should be worn in moderation and good taste. Boys are not to wear earrings at school or at school functions.
7. Logos, slogans, or any design that is offensive in a school are not permitted on any item.
8. Hair styles are to be neat, clean, moderate, combed, and in good taste. Hair style extremes are not acceptable. No bizzare or unnatural hair colours or hair styles are permitted. Hair may not be of such length that it has the potential to fall into the eyes.

9. Learners may wear either oxford (lace-up), loafer (slip-on), or athletic shoes. Hiking shoes / boots or shoes / boots of hiking shoes / boots appearance are not acceptable. Sandals, defined as open-toe and open-heel shoes, are not permitted.

Activity Dress

1. Dress for P.E. classes is to be a BPS House T-shirt and modest gym shorts. Athletic shoes can be worn.
2. Dress standards for school field trips, team travel, extracurricular activities, or special programs will be established by the supervising teacher, coach, or administrator, and announced in advance so parents may be informed and students can be appropriately dressed.
3. Dress standards for semi-formal and formal school functions apply to all Bedfordview Primary School learners and their guests. All clothing should be modest and appropriate for primary school children. Dresses that are low cut, clinging, or form-fitting, very short, or cut out are not acceptable.

Homework

1. Learners at Bedfordview Primary School should expect regular homework assignments.

The purpose of homework is to:

- A. To increase self-reliance and self-discipline.
 - B. To reinforce and extend classroom learning.
 - C. To provide practice in skills and problem solving.
 - D. To provide opportunities for special projects, such as book reports, compositions, and special research projects.
2. Assignments are to be completed, on time, and written properly. Good grammar, neatness, and spelling accuracy will be expected by all teachers. Students in grades 4-7 are expected to use cursive handwriting. Sloppiness, carelessness, and thoughtless content will not be allowed. Such work will be returned to the student for revision.
 3. Homework should be an individual task, not one of sharing, unless specified by the teacher. Parents may assist and guide their children but must refrain from completing the homework for their child.

Fees

All families are expected to meet their financial obligations promptly. This includes tuition, fund raising obligations and others.

Attendance of meetings

This offers an opportunity for teachers to meet parents in an effort to keep them informed of the learner's progress. Attendance of arranged meetings is encouraged. If at any time during the year there is a need to meet with a teacher this should be arranged with the office at a time when it is least likely to disrupt the teacher's classroom activities.

General rules

These additional areas have been identified for development.

Academic, cultural and sporting recognition policy

Lockers

Lost and Found

Medication (Responsibility, chronic medication asthma, once a day anti-biotics, contagious disease advising school

Aftercare (to be developed with input from aftercare supervisor)