



Learn and Play Junior Academy

Code of Conduct

The school rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the school. Nothing exempts a learner from complying with the school rules. Ignorance of school rules is NOT an acceptable excuse.

General Educational Objectives

1. To provide a **safe and caring educational environment** where each child is encouraged to reach his/her full potential.
2. To ensure a high level of teaching & learning with English as the medium of instruction.
3. To provide a **secure, stimulating and disciplined** learning environment.
4. To encourage learners to be respectful and to make healthy lifestyle choices.

Objectives for the Learner

1. Our objective is to **develop each individual to his/her full potential** spiritually, intellectually, physically, culturally and socially.
2. We focus on cognitive development by **challenging each learner to think**, reason, debate, and respond and to form personal opinions based on available information.
3. At Learn and Play Junior Academy we **strive to cultivate happy, well-mannered, respectful and confident individuals** who will become valuable citizens in our society.
4. We strive to live by the follow credo:

"Happy teachers make children happy!"

Happy children make parents happy!"

The Parent

1. It is expected that we regard the parents and the school **as co-educators**
2. Parents accept their role as primary educators of their children.
3. Parents agree that the **role of the School is to assist parents in carrying out this responsibility.**
4. The Code of Conduct established by the School be accepted fully and actively supported by the parent.
5. We understand that both parents are prepared to attend meetings at school to discuss their child's progress of behaviour if and when necessary.

General Principles

1. Learners are expected at all times to behave in a courteous and considerate manner towards each other, staff members and visitors to Learn and Play Academy.
2. No learner may behave in a manner that disrupts the learning activities of other learners or which causes other learners emotional or physical harm
3. The **school will contact the parents or gaurdians** when a learner's behaviour becomes a cause for concern and we will endeavour in a spirit of constructive partnership to resolve the problem.

School and attendance

1. The teacher will keep a register of learner attendance.
2. All learners are to arrive at school from 7:00am and no later than 8:00am.
Learner safety cannot be guaranteed if the learner arrives before 7:00am.
3. Parents need to contact the school in the case of illness or absenteeism of their child.
- 4. NO LEARNER MAY BE COLLECTED BY A THIRD PARTY WITHOUT PARENTAL CONSENT.**
5. All learners must be fetched from school no later than 5:15 pm.
6. Any parent who collects their child or sends a driver to fetch their child after 5:15 pm will be fined R50 per 15 minutes unless the office has been notified.

Discipline

The School shall institute codes of conduct for learners, educators and parents by written and verbal notifications. Discipline is what is done FOR a student, not what is done TO him or her.

If a child complains about a child or the teacher's behaviour/discipline please follow these steps:

1. Give the staff member/child the **benefit of the doubt** before checking up with the staff member concerned. We're sure you don't want a child's judgment to divide parent and teacher trust.
2. Realise that your child's reporting may be emotionally biased and not include all the information.
3. Understand that the school has reasons for all rules and that they are enforced without partiality.
4. Support the school and call the teacher or office for all the facts.
5. The discipline will be **firm, consistent and fair and tempered with love**. However, when disciplinary action becomes necessary, it will be firmly carried out using good judgement and understanding, and genuine regard for the learners.
6. NB Please Remember: **The attitude and actions which you adopt with regard to regulations and discipline will send a very strong signal to your child.** If you are perceived by the child to be "side-stepping" inconvenient regulations, they will assume that they too may do this, and our ability to run an ordered community will be undermined.

General behaviour of Learners

1. All litter must be placed in refuse bins or wastepaper baskets.
2. **Disruptive, unruly, rude and/or offensive behaviour will not be tolerated.**
3. Language that is offensive, disparaging, discriminatory or racist is prohibited.
4. Learners must respect and obey those in positions of authority.
5. Learners must keep clear of the kitchen, garage, any areas that are indicated as out of bounds.
6. Chewing bubble/chewing gum is not allowed.
7. Only the stipulated fruit or cereal may be brought to school.
No other foods/ sweets are allowed and will be confiscated. (birthdays are an exception)
8. No learner will bully another learner.
9. **Anti-social or violent behaviour will not be tolerated.**
10. Learners are not allowed to deliberately deface school property.

General health and administering medicines

1. It is a general rule that children **should be kept at home if they are sick**. It is extremely difficult for a teacher to teach a class if she has to look after an ailing child.
2. If a child becomes sick at school the parents are called and asked to take their child to a doctor, especially if the child is vomiting/has diarrhoea as this is the quickest way of spreading infections.
3. **No medicine will be administered to children without the written instructions** from the parent with correct times and dosages. (Please see General Involvement no 2)

Funding

1. Learn and Play Junior Academy is funded solely by school fees paid by the parents.
2. We receives no subsidies and are therefore totally dependent on school fees.

General Involvement

1. Learn and play Junior Academy has an “**Open Door Policy**” where parents are welcomed and encouraged to participate and be involved in the school. Parent involvement with the school is a pre-requisite for the school to function effectively.
2. Parents are required to attend Parent - Teacher Evenings ('PTA' meetings) It is expected that a parent will give the teacher their apology if they are unable to attend.
3. Whilst pupils are in the care of the school, the Headmistress is in 'Loco Parentis' (including consent to emergency medical treatment, operations and anaesthetic procedures) although every attempt will be made to contact the parent/guardian before making any such decision.
4. Learn and Play Junior Academy **reserves the right to terminate an enrolment on one months' notice if it is deemed necessary.**
5. Learners are enrolled at the school on a probation period of one term, thereafter the parent can be asked to remove the child from the school if it is deemed necessary.
6. The parent will be informed about any requirements regarding the care/tuition of the child e.g. providing a personal assistant for the child.
7. Any of these requirements will be provided and funded by the parents.

School uniform and general appearance

1. Parents are to ensure that their child wears clothing that is comfortable and not tight as this restricts movement which is essential for learning. **Dresses and skirts are to be worn with shorts or tights underneath.** Beach wear is not permitted.
2. When the children go on an outing they are expected to wear their school T-shirt, a hat, and comfortable, **closed walking shoes.** Slip-slops are not suitable as they bend easily and trip the children up causing stubbed toes.
3. **No jewellery is to be worn to school** other than plain studs. This is to avoid any injury that may occur while playing.
4. **Fingernails must be kept short and clean** at all times.
5. Fringes are to be clipped back and long hair tied up during school. This to avoid it getting in the paint or glue and also helps to control lice out-breaks should they occur.
6. On the playground children remove their shoes before playing outside or especially for climbing on equipment to avoid feet slipping and accidents. Socks must be worn with closed shoes.

Valuable and Personal Belongings

1. The school will not be held responsible for theft or damage to personal belongings on school premises e.g. bags, books, clothing or toys.
2. **All items of clothing and personal belongings that are brought to school must be clearly marked with the learner's name.**
3. Learners are not allowed to bring valuables (toys, jewellery, mobile phones, money) to school. These items will be confiscated from the child and returned at the end of the school day. Any money placed in the message book must be clearly noted by the parent.

School fees

1. School fees must be paid monthly in advance from January to December by the 3rd of each month.
 2. All school fees need to be handed in to the office personally or may be paid electronically or by credit card and will be receipted. Discount is available for fees paid in advance.
 3. **Please do not send school fees in the message book.**
 4. A months' notice needs to be given at the office or a month's school fees are liable to be paid.
 5. November is generally not accepted as a notice month.
 6. December fees are compulsory. They **MUST** be paid whether the learner attends school or not as **the teachers are paid solely from learners' fees.**
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