



Greenside Primary School

POLICY: CODE OF CONDUCT

(Compiled Aug 2004)
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1. INTRODUCTION

The Code of Conduct has been formulated by the parents and teachers of Greenside Primary School. All pupils, parents, teachers and other staff are expected to adhere to this Code of Conduct in order to maintain the values of the Vision and Mission Statement of the school.

OUR VISION

At Greenside Primary School, we have the vision of a happy, stable school creating a sense of belonging in all of its members.

In maintaining a progressive, pro-active approach to our responsibility to building a nation, we provide an excellent standard of education.

We integrate academic, cultural and sporting endeavours, spiritual and emotional development and social awareness.

OUR MISSION

We are committed to:-

- ❖ Creating a happy, safe, stable, caring environment through mutual dignity and respect
- ❖ Maintaining a warm family identity.
- ❖ Providing relevant, meaningful and challenging education and staying ahead of educational developments.
- ❖ Communicating openly with parents.
- ❖ Encouraging responsibility towards the community and the environment

2. THE RIGHTS AND RESPONSIBILITIES OF TEACHERS

It is incumbent on every educator to abide by the norms and standards as set out in the Code of Conduct of the SACE as well as in accordance with the Domestic Policy of Greenside Primary School.

Teachers have the right:

- To be treated with respect by pupils, parents and co-workers
- Fair treatment and appreciation
- Regular performance appraisals, with defined guidelines should rectification be necessary
- To contribute to policy making where applicable

Teachers will act in a professional manner during school hours and whilst involved in school activities by

- Using appropriate language
- Being punctual
- Being prompt to complete delegated tasks
- Respecting the confidentiality of matters so indicated
- Dressing in accordance with the GPS dress code
- Displaying loyalty to the school and the teaching profession
- Conduct that is above reproach and in a manner appropriate to the ethos of GPS
- Being an ambassador for the school
- Maintaining dignity and having respect for self and others

Teachers will be committed to excellence by:

- Producing work of a GPS standard
- Being available for after hours activities
- Promoting open communication with parents and care givers
- Being committed the implementation of the Curriculum and Assessment Policy Statement (CAPS).
- Seeking and employing methods for self development
- Promoting teamwork with willing participation
- Ensuring teaching is child centred

Teachers will personally undertake to:

- View challenges as a channel for betterment and not punishment
- Be flexible and adaptable to change
- Display empathy and insight in conflict situations
- Be innovative and diverse in classroom management and teaching
- Strive for improvement

3. THE RIGHTS AND RESPONSIBILITIES OF PARENTS

It is the right of every parent and care giver to:

- Enquire about the progress of their child in a requested interview
- View the child's work at regular intervals
- Attend extra-mural matches or sporting activities
- Endeavour to solve any problem with a teacher and, should no solution be forthcoming, to proceed through the correct channels and procedures:
HOD to Principal to District Office to the Head of Education (Gauteng)

In expecting these rights it is the responsibility of parents and care givers to:

- Ensure that the child attends school
- Ensure that the child abides by school rules
- Ensure that the child is clean and tidy
- Ensure that the child is punctual for the school day or any other activity
- Pay the necessary school fees
- Provide the child with adequate meals and nourishment
- Check the assigned homework as being completed, and to sign the homework book
- Provide the stipulated stationery and clothing
- Mark all clothing and possessions clearly with the child's first name and surname.
- Keep the child at home if ill, and to provide a Doctor's note for an absence of more than two days or if otherwise stipulated
- Inform the school of the required personal particulars, and to report changes when they occur
- Sign and return reply slips when requested
- Read the Code of Conduct and to ensure that the child understands the content
- Establish contact with an educator when requested to do so
- Inform the school of any changes in circumstance which may affect the child's performance or behaviour
- Inform the school if the child has to leave the school premises during school hours
- Offer encouragement to, and support of, their child
- Be a partner in the education process and give assistance where necessary or when requested

- Follow protocol and the correct procedures when desiring an interview with an educator or senior staff member

3. THE RIGHTS AND RESPONSIBILITIES OF PUPILS

Pupils at Greenside Primary School have the right to:

- Attend school
- Teachers who are motivated and approachable
- Learn without hindrance
- Receive progress reports
- Be treated with respect regardless of personal, religious or cultural beliefs
- The use of the school's facilities during school hours
- The use of school equipment and materials in usable condition
- A safe and clean working environment
- Privacy and respect of personal possessions
- An environment free of victimisation

In being accorded the above rights, the following expectations are applicable:

- Pupils are expected to maintain the values and general standard of conduct as determined by the Principal in conjunction with the Governing Body.
- The general standard of conduct is applicable whenever the child is dressed in any form of school attire.
- Pupils are expected to abide by the compulsory dress regulations as determined by the Principal in conjunction with the Governing Body. Dress regulations in accordance with the requirements specific activities are also applicable to extra-curricular and after-hour activities.
- Pupils are expected to adhere to the stipulated standard of general appearance, neatness and personal hygiene as determined by the Principal in conjunction with the Governing Body.
- Pupils are expected to comply with all regulations pertaining to the care of, and due regard for, school property and equipment, as well as possessions of fellow pupils, as determined by the Principal in conjunction with the Governing Body.
- Pupils are expected to honestly volunteer information and to be co-operative with staff members with respect to violation of school rules by others
- Any form of vandalism will not be tolerated under any circumstances.
- Any form of theft or possession of unauthorised or illegal substances or items will not be tolerated, and may result in a search of a pupils' person or possessions, in accordance with Government Gazette 776 of 1998, page 5.
- Pupils are expected to catch up and complete work missed due to absence.
- Specific rules pertaining to the efficient running and daily practice of the school will be determined from time to time by the Principal. All pupils are expected to adhere to these rules.