

Learner Code of Conduct

A. Disciplinary measures

Addnum Global School has adopted an open-door policy by which parents are welcome to communicate with the principal, management team and members of staff. The following guidelines are in place to ensure that communication is done in an orderly manner without disruptions to any part of the school day.

B. Parents

Should parents experience any problems with respect to a learner's emotional intelligence, academic progress, curriculum or how a teacher handles a child, the following steps must be followed:

1. Please ensure that you have verified the information received.
2. Encourage your child wherever possible to try and solve the problem out by speaking to the guider. From Gr RRR onwards) .
3. Write a letter to the teacher to make him/her aware of the problem.
4. Make a reasonable appointment with the teacher involved so that there is ample time to discuss the case.
5. Follow-up on the case if you are not fully satisfied. You can request that the school Head of department (HOD) investigate the case or ask that they be present with the follow-up meeting.
6. Submit the problem in writing and make an appointment with the Administrator to see the Head of Department. The teacher involved must also be present.

7. If necessary, the problem can be handed over to the Principal.
8. The Principal can refer the case to the Board of Advisors or involve an external stakeholder.

A friendly request is that you first discuss the case with the relevant teacher before addressing the principal.

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C. The following is not allowed:

- A1. To quick talk to a staff member before school. (Our Guiders are expected to be in class before the learners get to school to administer the morning sessions)
2. To approach the teacher at his/her classroom during class times without reporting to the admin officer.
3. To directly go and stand in front of a classroom either before or after school to be able to speak to a teacher or meet with your child once the class has been dismissed. (Kindly meet your child by the gate or sidewalk).
4. To discuss the problem with the school secretary, other teachers, neighbours, family or friends instead of following the correct procedures.
5. To engage with any teacher be it at church or at the shop to ask them how your child is progressing

D. School

Academic problems:

Should the guider be concerned about the child's progress, the parent/guardian must be notified immediately.

1. Parents/guardians must be contacted either telephonically or in writing.
2. Formal appointments must be made in advance to enable enough time to discuss all aspects of the problem.

3. Guiders must have proof ready with regards to the problem, as well as, having the learner's assessment results available.

4. A follow-up appointment can be arranged whereby the HOD or Principal can be requested to be present.

5. An appointment must be arranged whereby the parents, teacher, senior management member or principal be present.

Date: _____

Signed at: _____

Parent/Guardian Name & Surname:

Parent/Guardian Signature: _____