



## Shereens Montessori

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### **Code of Conduct**

Shereens Montessori School follows the global Montessori philosophy which encompasses mutually respectful, community orientated interaction amongst the various members of the whole school community and in the greater community.

We strive to provide a safe, caring, learning environment for children, staff and families.

We believe in the equality and respect diversity.

It is unacceptable to discriminate against another person unreasonably on the basis of any characteristic set out in subsection 9(2) of the Human Rights Code which states

“The Commission believes that diversity should be valued & that there is a need for culture in the Commission in which each individual, irrespective of race, gender & persuasion, can develop & function to his or her full potential.”

The following individuals are expected to behave in a respectful manner and comply with this code of conduct:

- Shereens staff and board members
- Children
- Parents/guardians of children enrolled
- all others involved with our school (visitors, professionals, students, volunteers)

#### **Guiding principles for appropriate behaviour:**

- Be familiar with and follow all the School’s policies;
- Educate themselves as much as possible in the Montessori philosophy so they may be able to more effectively communicate with teachers and better understand decisions that may be made at the school that are consistent with this philosophy;
- Give their full support to the principal, Shereens staff and board members
- Understand that both teachers and parents need to work together for the benefit of and in the best interests of their child/children;
- Raise concerns or impart information regarding their child to the lead teacher. Should you not be satisfied with the outcome, you are to contact the principal;

- All meetings must take place within school hours as agreed upon by the teachers/ principal;
- Advise the School of any custody agreements/ drop off and pick up arrangements in advance by email or phone;
- Seek to clarify a child's version of events with the School's view first, to bring about a peaceful solution to any issue;
- Accept responsibility for their child's progress and work collaboratively with teaching staff by dealing promptly with matters of concern;
- Acknowledge that in not being Montessori educationalists, they may not always initially understand decisions made but agree to openly discuss their thoughts or concerns with the teachers first so that misunderstandings do not occur;
- Be willing to volunteer and assist;
- Ensure that their child is dressed in comfortable, weather appropriate clothes, suitable for play and easy movement;
- Where initiated by the School, dress-up clothes are only permitted on designated days;
- In general, branded and character clothing is not allowed;
- Ensure their child wears clothing designated for certain occasions such as sports day or sport activities as prescribed by the school;
- Ensure their child attends school on a regular basis to provide a comfortable routine;
- Accept responsibility for their child's prolonged absenteeism by informing the school of any foreseeable, prolonged absence. The school reserves the right to call for a meeting should this non-attendance impact on their child's performance.
- Refrain from interacting physically "playing" with children other than your own

## **2. Decorum:**

- Demonstrate that all members of the School community should be treated with respect and therefore set a good example in their own speech and behaviour;
- Arrange meetings with lead teachers/ or principal in advance so as not to disrupt the School programme;
- Respect the professional advice given or requests by teachers and principal regarding their child
- Avoid using any staff as threats to admonish children's behaviour;
- Encourage their children to be responsible and accountable at an age appropriate level;
- Take responsibility for their own child when on the School premises and when on outings;
- Refrain from taking photos of other children on the School premises and when on outings unless given permission to do so;
- Refrain from sitting on the class furniture (tables, shelves) and using the playground equipment;

### **3. Communication**

- Use the correct channels to approach the School should any issues of concern arise, that is, address matter with the lead teacher. Should you not be satisfied with the outcome, you may contact the Principal.
- Converse with the lead teacher in a language that he/she understands

### **4. Arrival**

- Expected to arrive timeously according to the programme
- Expected to practice patience and courtesy towards other traffic
- Always expected to close the school gates behind them to ensure safety
- Expected to abide by the school's drop off policy where appropriate

### **5. Departure/fetching children**

- Always expected to close the school gates behind them to ensure safety
- Expected to leave with the child or children they are fetching within 10 minutes after arrival
- Prior arrangement for children being collected by other parents/au pairs/guardians/grandparents needs to be made in advance with the school office. A photograph should be forwarded to the lead teacher or principal.

### **6. Unacceptable behaviour when on our premises**

- Disruptive behaviour which interferes or threatens to interfere with any of the schools' normal operation or activities anywhere on the school premises;
- Any inappropriate behaviour on the school premises;
- Using loud or offensive language or displaying temper;
- Threatening in any way, a member of staff, visitor, fellow parent/carer or child;
- Damaging or destroying school property;
- Sending abusive, defamatory or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community;
- Defamatory, offensive or derogatory comments regarding the school or any of the children/parents/staff at the school on Facebook or other sites;
- The use of physical, verbal or written aggression towards another adult or child; this includes physical punishment of your own child on school premises;
- Approaching someone else's child to discuss or chastise them because of the actions of this child towards their own child. In such instances, the principal or lead teacher must be called to assist with the situation;
- No Smoking

## **7. Proactive Strategies**

We actively strive to create an environment that supports the health, safety and well-being of the children by:

- having realistic and developmentally appropriate expectations for behaviour
- setting up the environment and materials to encourage appropriate behaviour and reduce potential for inappropriate behaviour
- planning a program based on children's interests and developmental needs
- establishing a programme that help children gain trust, security and self control

We create a positive environment for children, parents/guardians, staff and others involved in our centre by:

- developing positive relationships, including making time to talk and listen
- establishing clear, consistent, simple limits
- stating limits in a positive way and periodically reminding people
- providing explanations for limits
- working together to solve problems
- modelling and encouraging appropriate behaviour

## **7. Policy For Use of Electronic Devices and the Internet Pertaining to Shereens Montessori**

This policy is meant to assure that people's privacy and the confidentiality of information about the school, children, parents/guardians/caregivers and staff is upheld. All children, parents, staff and others involved with the school must use email, electronic devices and the internet according to our policies. Failure to do so will result in consequences and disciplinary action.

Inappropriate uses of social media and Internet includes but is not limited to:

- Intentionally accessing, transmitting, copying or creating material that violates the confidentiality of children, parents/guardians, caregivers, the staff or school itself
- Intentionally accessing, transmitting, copying or creating material that violates the School's Code of Conduct which includes messages that are pornographic, threatening, rude, harassing, bullying or discriminating
- Information about staff, children, parents/guardians/caregivers and the school (including photos and video) must not be posted on a staff or parents/guardians/caregivers personal web space, any social networking site, any public networking or file sharing site or any other type of Internet website.

The Information officer/Principal and Board members have the right to monitor the use of information technology resources and to examine, use and disclose data which is contrary to this policy or legislation found as required under the law. They will use this information in disciplinary actions, and release to the police if it is criminal in nature.

Please be aware of what you post online. Social media venues are very public. What you contribute leaves a permanent digital footprint for all to see.

Exercise care with privacy settings and personal profile content, to ensure that posted content does not reflect poorly on the school in any way or otherwise create a conflict of interest. While using the services of Shereens Montessori, it is expected that all staff, parents/guardians/caregivers are supportive and promote the centre in a positive light.

Shereens Montessori

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Reviewed by : S Mohammed

Effective Date : 01<sup>st</sup> July 2021

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