



PARENT CHARTER

INTRODUCTION

To be successful, every independent school needs and values the co-operation of its parents, who should understand and embrace the School's mission, share its core values, and fully support its curriculum and staff. When joined by a common set of beliefs and purposes, the independent school and its parents form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents and school professionals exert a strong influence on children to become better educated and good citizens. They also help them to mature by modelling adult-working relationships based upon civility, honesty and respect.

In practice, the greatest impediment to effective teamwork between independent schools and parents is a misunderstanding about school decision-making processes and we need to clarify as to:

- Who makes decisions in independent schools?
- How are those decisions made?

Independent schools need to communicate effectively with parents who, in turn, are responsible for becoming informed members of the school community.

PARENTS AND THE BOARD

In most independent schools the decision-making authority at the highest level resides in a Board of Governors (Directors / Trustees), the members of which do so without gain. The composition of a board will generally be constituted to represent as wide a profile of the School's activities, ethos, history and community involvement as possible, i.e. alumni, business and legal professionals, educationalists with a particular expertise or association with the institution, religious or community representative, and an independent parent representation for both present and past pupils.

The Board does not usually intervene in the operational matters of the School, such as curriculum development and the recruitment and staffing of the School. Instead, the Board focuses on three areas critical to the success of the School.

1. It selects, appoints, evaluates and supports the Principal, to whom it delegates authority to manage the School.
2. It develops broad institutional policies that guide the Principal in running the School.
3. It is accountable for the financial well-being of the School.

In the conduct of its official business, the Board acts only as a whole. Individual members of the Board, including the Board Chairperson, have no authority to act on school matters unless specifically authorised to do so by the Board acting as a whole.

Japari School encourages parents who are interested in high-level decision-making to stay informed about the work of the Board by reading school publications, talking to the Principal, attending PTA meetings and other get-togethers, particularly annual Prize Givings and occasions of significance for the School and community.

Parents with concerns about the School or with decisions made are encouraged to follow the School's Complaints Procedure (indicated below), but they should not expect the Board to act as an Appeals Board.

PARENTS, SENIOR MANAGEMENT AND STAFF

Parents play an essential and positive role in the life of an independent school. Not only are parents advocates for their children, they should also support the School and the Senior Management Team comprising (Principal, Deputy Principal, Bursar, HODs and Head of the Multi-Disciplinary Team) and staff through extensive volunteer-activities and events.

When parents choose to enrol their child in an independent school, they agree to subscribe to its vision and mission, follow its rules, and abide by its decisions. However, most teachers and management would agree that trust and mutual respect are the most essential underpinnings of effective working relationships between parents and the staff. The School's procedures which formally govern the relationship between parents, the Senior Management Team and the staff are clarified in this document.

Parents best support a school climate of trust and respect by timeously communicating concerns openly and constructively to the teacher or therapist closest to the problem.

Efforts by parents to lobby other parents in the interest of motivating a particular agenda on a matter or create a mischievous intent will be viewed by the School as counterproductive to the smooth running of the School. Negative use of social media is discouraged.

Japari School encourages parents to work productively with teachers and the Senior Management Team. Thoughtful questions and suggestions are welcomed. It is incumbent upon the School to provide parents with timely and pertinent information.

While parents may not agree with every decision made by the School, in most cases, the parent and School will find enough common ground to continue a mutually respectful relationship. In the extreme case, however, an impasse may be so severe that the parent may not wish to remain a member of the School community. In such cases, both the parent and the School should consider whether another school would be better suited for the needs of the pupil and the family.

COMPLAINTS PROCEDURE

Japari welcomes suggestions and comments from parents and accepts, with consideration, complaints and concerns that may arise from time-to-time.

A complaint will be treated as an expression of genuine concern which will elicit a response.

- The School will respond to complaints within a reasonable time and in a courteous and efficient way;
- The School will take action where appropriate.

Any member of staff will be happy to help but it is best to start with the person most closely concerned with the issue – for example, to raise class issues with the Class Teacher, and sports concerns with the Head of Sport. They may be able to sort things out quickly, with the minimum of fuss. However, if you prefer, you may take the matter to the HOD, the Deputy Principal or the Principal of the School.

If you are not satisfied, the Principal will offer to refer the matter to the Chairman of the Board.

THE PARENT TEACHER ASSOCIATION (PTA) AND THE SCHOOL

The Parent Teacher Association in an independent school provides a vital and much appreciated service to school leadership and the entire School community. Because the PTA is so important, and its volunteer activities potentially so wide-ranging, Japari School recommends the following steps to structure and clarify the Association's role.

- The Board, in consultation with the Senior Management Team and the parents, has developed a Constitution for the Association that makes clear its procedures and role as a school service organisation.
- The Constitution of the PTA sets out its mission to support the decisions and policies of the Board and Senior Management Team. The PTA neither participates in policy-making by the School nor functions as a lobbying group.
- The finances of the PTA should be supervised and regularly monitored by the School and should be part of the School's annual audit process.

- **The Principal should be closely associated with the suggestion process for the nomination of office bearers.**
- **Co-operation and teamwork between the Principal and the officers of the PTA are crucial to the welfare of the School community.**
- **It is appropriate that the PTA advertise its activities and events within the School. The PTA is not a public relations arm of the School and should play no role in the School's efforts to market itself externally.**
- **A School staff representative will attend all meetings held by the PTA.**

SCHOOL REGULATIONS

The signing of the Parent Charter regulations confirms that you have read the foregoing comments on the School's relationship with its parent body, and the complaint procedure to be followed where necessary.

Signing this Parent Charter indicates your agreement to abide by the above and the Code of Conduct as long as your child remains a pupil at Japari School.

- 1. Absenteeism at the beginning and the end of each term and mid-term break to facilitate holiday arrangements will not normally be allowed. Where difficulties arise, special exceptions may be made, but you are asked to abide by the Principal's decision.**
- 2. A written request to the Principal must be made, except in the case of illness. When a pupil is ill and unable to attend school, a phone call to this effect should be made to the Principal's secretary, or the School's reception desk. When a pupil returns to school after being ill their absence must be explained via email. A medical certificate is necessary for any absence lasting 3 days or longer.**

Pupils may not be sent to school after an infectious illness e.g. Covid-19, until they have been away from school for the incubation period prescribed by a Medical Practitioner.

- 3. With regard to sports, no pupil may miss games or practices unless they have excused themselves beforehand, either with a letter from their parents or with the Head of Sport's permission.**
- 4. The Principal reserves the right to implement the School's Disciplinary Code:**

DISCIPLINARY CODE: PUPILS

Expected Conduct	Misdemeanour	Consequences
All Japari pupils are expected to behave appropriately.	<ul style="list-style-type: none"> -Swearing and using offensive language -Lying -General uncooperativeness and/or being wilfully obstructive -Disregard for rules or any person in authority -Serious dishonesty/cheating in a test -Insolence -Abusive or threatening behaviour -Persistent incorrect school uniform 	TBD-VW TBD-VW TBD-VW TBD -VW DBD-VW/Parent Contact DBD-VW PBD-VW/Parent Contact DBD-VW/Parent Contact
Japari pupils are expected to respect and look after ALL property.	<ul style="list-style-type: none"> -Littering -Vandalism – school property, text books, sports equipment, readers or devices. -Tampering with other people’s belongings -Improper use of school facilities or ablutions -Malicious or wilful damage to school or other’s property. 	TBD-VW DBD/PBD- Parent Contact TBD-VW DBD-VW PBD/parent contact/DH
Japari pupils are expected to follow instructions and do classwork and homework diligently.	<ul style="list-style-type: none"> -Refusal or failure to complete homework -Unreasonable and unexplained refusal to attend or participate in school activities or compulsory events. -Extra-mural activities – non-attendance 	TBD – VW DBD – VW DBD - VW
Japari pupils will be kind, respectful and courteous towards their peers and teachers.	<ul style="list-style-type: none"> -Disrespect towards teachers, parents and visitors. -Disrespect towards the religion and culture of others. -Racism -Fighting -Victimisation 	DBD/PBD/Parent Contact DBD/PBD – Parent Contact PBD/DH/Parent Contact/Suspension DBD/PBD

	<ul style="list-style-type: none"> -Bullying -Disregard for rules -Abusive or threatening behaviour -Unexplained absences from classes -Harassment (racial/sexual/religious) 	DBD-VW DBD/PBD/Parent Contact/Suspension DBD/VW DBD/PBD/Parent Contact TBD –VW DBD/PBD/Parent Contact/DH/Suspension
Japari pupils will behave responsibly and not bring the reputation of the school into disrepute.	<ul style="list-style-type: none"> -Persistent misuse of personal devices. -Storage, creation, sale or distribution of pornographic, obscene or offensive material -Alcohol/drugs -Smoking -Theft/attempted theft 	DBD-VW PBD/DH/Parental contact/Suspension/Expulsion PBD/DH/Parental Contact PBD/DH/Parental Contact PBD/DH/Parental Contact
DH- Disciplinary Hearing TBD – Teacher Based Discipline DBD – Deputy Based Discipline PBD – Principal Based Discipline VW – Verbal Warning		

- Every teacher is responsible for discipline and has the full authority and responsibility to correct the behaviour of pupils whenever such correction is necessary. All bad behaviour must be addressed.
- Any corrective measure/consequence, will correspond with and be appropriate to the misdemeanour.
- Children are to be disciplined for issues of defiance rather than occasional irresponsibility.
- Staff will consciously guard against punitive and petty policing.

Assertive Discipline – Lee and Marlene Canter

- *‘Teach learners to make the correct choices when it comes to their behaviour and in doing so, their self-esteem is raised and this increases their academic success.*
- *The programme is based on consistency, follow through and positive relationship building.*
- *The key is the belief that teachers have the right to teach and learners have the right to learn and thus all who are concerned are being empowered.*
- *...teachers need to communicate their expectations clearly and effectively.*
- *Learners need to know what is expected of them at all times.*
- *Teachers within this system reward learners who are following instructions*
- *Teachers limit inappropriate behaviour with the use of their corrective actions.*
- *Pupils are aware of when and how this occurs as the plan is taught to the pupils and displayed in the classroom.’*

Benefits of a classroom management plan:

- *Helps manage difficult behaviour effectively.*
 - *Protects the pupils' rights.*
 - *Fairness and consistency for pupils.*
 - *Involves parents and encourages their support.*
 - *Management support in place.*
 - *Consistency from classroom to classroom.*
5. **There are certain school functions which may take place on a Saturday or on a week night where attendance is compulsory. These include Prize Giving, Inter-House Gala, Big Walk, etc.**
 6. **At all official functions, full school uniform must be worn by the pupils unless they are otherwise informed. Grade 7 pupils wear blazers all year round.**
 7. **School fees are due and payable by the end of each month by means of a debit order, credit card or EFT. All fees are to be settled in full by 30 November each year.**
 8. **A term's notice in writing is obligatory if a child is leaving the School. A term's fees will be charged if the term's notice is not given. Where arrangements need to be made, contact the Bursar.**

CODE OF CONDUCT

Japarl's ethos is based on non-denominational multi-cultural values and participation in all assemblies and specified functions is expected.

Our School Rules define the behaviour expected from pupils. The rules attempt to instill orderliness, safety awareness, self-discipline, honesty, commitment, respect, fair play and responsibility to all the School's stakeholders.

The Code of Conduct rules are as follows:

1. **All pupils must respect the culture, religion and feelings of other pupils and educators. Bullying, threatening behaviour or teasing will not be tolerated and any instances should be reported immediately to a staff member.**
2. **All pupils must show respect for their own property and must not damage or interfere with other people's property. Desks, bags and other possessions must be kept tidy. Any damage or breakages which result from inappropriate use of the School facilities will be charged to the parents. All textbooks, reading books and library books are the property of the School. If they are lost or damaged, the replacement cost must be met by the parents. When a pupil leaves, all textbooks, reading books and library books must be returned.**

3.
 - a) All pupils must conform to the dress code of the School (see uniform list).
 - b) All items of School uniform **MUST** be clearly marked.
Correct uniform and footwear must be worn for PE and sports lessons.
 - c) Personal hygiene is the responsibility of each pupil. (See Hair Policy)
4. No jewellery may be worn to School, with the exception of watches, religious emblems (not visible), earring 'sleepers' or studs in the lowest part on the earlobe and Medic-Alert bracelets. No power bracelets. No lip gloss, make-up or nail polish.
5. The following items are forbidden and will be confiscated if found on the school premises: drugs, alcohol, cigarettes, guns (even toy ones), knives and pornographic literature.
6. No pupil is permitted to sell goods of any kind on the School premises.
7. Pupils must keep to their own section of the playground at break time and should not be in the classroom without permission. All litter must be put in the bins provided. Pupils are not allowed to climb trees, play in the toilets or on the driveway or car park.
8. Pupils must not run on the corridors or pathways at any time. They must walk quickly and quietly between classes.
9.
 - a) School begins promptly at 07:30. Pupils should arrive at School on time to begin their first lesson as soon as the bell is rung.
 - b) If pupils arrive habitually late for School, their names will be recorded and the parents will be informed. Three late mornings will result in parental contact.
 - c) At the end of the school day, Teacher supervision is provided for 30 minutes after the final school bell. Pupils are to be collected promptly.
If a pupil has not been collected by 15:00, the School reserves the right to place the pupil in Aftercare and invoice parents accordingly.
10. Cellphones should be handed to the Class Teacher at 07:30 and collected at the end of the school day. If a pupil is found playing with or using a cell phone or tracking watch during School hours, it will be confiscated and locked away in a sealed envelope. The device may only be retrieved after a period of two weeks, after a R50.00 donation has been paid to the SPCA.
11. Pupils must behave appropriately on the School bus and must sit down quietly and use the seat belts provided. Waving or stretching arms out of the windows is strictly forbidden. Pupils obey the instructions of the driver or staff member in charge.
12. All pupils are given homework daily. The homework book should be signed by parents on completion. Pupils must learn to take responsibility for their homework.

UNIFORM

The School uniform must be worn properly at all times. The only alternative to the correct school uniform is the PE uniform.

SCHOOL UNIFORM REQUIREMENTS**BOYS SUMMER Grades 2-7**

Shirt*	White PE shirt with school badge
Shorts	Grey shorts – only grade 6 and 7 boys may wear long trousers in summer
Sweatshirt*	Blue fleecy top with school badge
Footwear	Grey knee length socks and regulation black shoes
Cap*	Navy blue cap with school badge

BOYS WINTER Grades 2-7

Shirt*	White PE shirt with school badge
Trousers	Grey long trousers
Sweatshirt*	Blue fleecy top with school badge
Footwear	Grey knee length socks and regulation black shoes
Cap*	Navy blue with school badge

GIRLS SUMMER Grades 2-7

Shirt*	White PE shirt with school badge
Skirt	Grey slightly flared
Sweatshirt*	Blue fleecy top with school badge
Footwear	White ankle socks and regulation black shoes
Cap*	Navy blue with school badge

GIRLS WINTER Grades 2-7

Shirt*	White PE shirt with school badge
Skirt	Grey slightly flared
Trousers	Grey long trousers (optional)
Sweatshirt*	Blue fleecy top with school badge
Footwear	Grey knee length socks and regulation black shoes
Cap*	Navy blue with school badge

Please Note:

GRADE 7s WEAR BLAZERS, OBTAINABLE FROM THE SCHOOL, THROUGHOUT THE YEAR

DRIMACS AND TRACKSUITS ARE WORN THROUGHOUT THE YEAR, DEPENDING ON THE PREVAILING WEATHER CONDITIONS

P.E. KIT AND GRADE 1

Shorts*	Navy blue
Shirt*	White golf shirt with school badge
Footwear	White socks and white takkies
Tracksuit*	School tracksuit
Swimwear	Girls: one-piece navy costume Boys: navy speedo type costume

Grade 2-3 may wear their P.E. Kit to school on the days that they have P.E.

Grade 4-7 must wear school uniform to school and change into their P.E. Kit before the lesson.

Cricket Hats and Socks, Netball Skorts and Soccer Kits are available at the school uniform shop for team players.

Japari Uniform Shop – ‘Head To Toe’

** items stipulated above can be bought at ‘Head To Toe’*

Please note ‘Head to Toe’ is open on Mondays and Wednesdays from 07:00 to 08:00 and 13:00 to 14:00 and on Fridays from 07:00 to 08:00 during term time.

Please ensure that all items of clothing and schoolbags are clearly marked!

HAIR POLICY

As Japari's uniform is to be worn with pride, hairstyles shall conform to the following.

- **All hair must be neat and tidy – no extreme hairstyles**
- **Long hair/braids that are shoulder length or longer must be tied back with navy or black accessories**
- **Hair is to be worn so that it does not impede pupil's vision and not hang in the pupil's face – be clear of eyes**
- **Avoid a hairstyle that compromises the wearing of the Japari peak cap/swimming cap**
- **Hair must be one's natural colour – no unnatural colour or highlights**

Alternative hair styles or colouring undertaken during holiday periods must be corrected prior to returning to School. It is necessary for parents to ensure that each pupil returns on the first school day with a hair style acceptable to the School.

With the increased awareness of tattoos, it shall be noted that any pupil with a tattoo must have it covered at all times whether at school or at sport and/or representing the School.

PARENT'S DECLARATION
(Please return a signed copy of this page to the office)

We have received and read the Parent Charter, Principal's Regulations and the School's Code of Conduct, and abide by the conditions as stated.

PRINT NAME OF CHILD	
PARENT (Mother/Guardian)	
PARENT'S SIGNATURE	
PARENT (Father/Guardian)	
PARENT'S SIGNATURE	
DATE	