



# 斐京華僑公學

## Pretoria Chinese School

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### CODE OF CONDUCT FOR PARENTS/GUARDIANS

1. As a parent/guardian of a pupil at Pretoria Chinese School, I undertake to:
  - a. Respect the ethos and character of Pretoria Chinese School.
  - b. Support the discipline of the school, the teacher's decisions and policies.
  - c. Respect strictly the confidentiality of the school in respect of individual pupils, parents, teachers, decisions, policies and information of a personal nature.
  - d. Uphold the good name of the school, particularly at public events, such as sports meetings.
  - e. Show my loyalty to the school by refraining from criticising management, teachers, learners or parents in public and in front of my child.
  - f. Refrain from verbal or physical confrontation with any staff member, parent or pupil.
  - g. Attend general parents' meetings to keep up to date with new information provided by the school.
  - h. Attend parent-teachers' meetings to know how my child is performing.
  - i. Accept invitations issued by the school to hear guest speakers inform us about subjects the school feels are important for parents.
  - j. Familiarise myself with the Code of Conduct for Pupils and ensure that my child knows and follows the precepts.
  - k. Support fundraising activities with generosity and goodwill.
  - l. Refrain from recruiting other parents/pupils for another school if I decide to remove my child from Pretoria Chinese School.
  - m. Honour the three pillars of the School: Respect, Discipline and Humility.
2. I undertake to follow the prescribed procedures to deal with any issue or problem arising within the classroom or on the sports field, before discussing such issues with other parents, teachers not directly concerned, or anyone outside of the school.

The approved procedure is as follows:

- a. Make an arrangement to meet at school with the teacher/coach concerned. This meeting will also be attended by another teacher as an arbitrator.
- b. If the issue is not satisfactorily resolved, make an appointment to meet with the teacher/coach and the Principal.
- c. The Principal will, if necessary, take the issue to the School Executive, and then to the Board of Executives.

## CONFIDENTIAL

- d. The final ruling rests with the School Executive, taking into consideration the advice of the Board.
  3. I undertake to guide and respect my child as an individual and refrain from comparing them to others.
  4. I will encourage my child to:
    - a. participate fully in school sports and activities.
    - b. be a model of good sportsmanship.
    - c. be honest in effort, dedication, and responsibility.
    - d. be loyal to the school, their classmates and their friends.
  5. I will ensure that:
    - a. all my child's belongings are clearly marked with their own name.
    - b. my child attends co-curricular activities, particularly compulsory school functions.
    - c. my child maintains the standards of the school regarding dress and behaviour.
  6. I undertake to fulfil my contractual obligations to the school:
    - a. Pay school fees in advance at the beginning of each term or according to written arrangement with the Bursar / Director of Business and Administration.
    - b. Give one full term's notice in writing (which is required when removing a pupil from the school), otherwise a term's school fees in lieu of notice is payable.
    - c. Ensure that my child is equipped with the correct uniform and all the required books for the year.
    - d. Notify the school of changes of address/telephone numbers and personal details immediately.
- According to Pretoria Chinese School's Misconduct Policy and Disciplinary Procedure, any parent/guardian deemed to be in violation of any of the codes above, or is believed to be bringing the school into disrepute, may be brought before a Disciplinary Hearing. By signing this Parent/Guardian Code of Conduct, I/we the undersigned Parents/Guardians agree that I/we have read, understood and agree to be bound by the obligations in and by any subsequent amendments as notified by the School from time to time. We confirm that we agree that we will adhere to the terms and conditions as stipulated in the PCOC.

Name of child: \_\_\_\_\_

Present Grade: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**PCOC will commence on the date of signature and will terminate on 31 December of the final year of the child's attendance at Pretoria Chinese School or earlier as agreed. All fees must be paid before the final school day.**

