

Code of Conduct Nursery school "ONS EIE"

Code for children

Introduction:

- 1.1 The code of conduct for children includes any child that misbehave while enrolled at "ONS EIE"
- 1.2 Every child must obey the rules of the school
 - if he/she is registered at "ONS EIE"
 - is accepted by the school to become a registered child at "ONS EIE"
- 1.3 This code of conduct is conducted and satisfy the following requirements
 - Child is not quilty until proven quilty
 - This code distinguich between the seriousness of the offence
 - This code will determine when punishment will be given

Goal:

- 1.1 To promote a Christian character
- 1.2 To encourage discipline
- 1.3 To keep the general standard high
- 1.4 To promote loyalty with the children
- 1.5 To strengthen the bond between the parents and the school
- 1.6 To keep the parents up to date with the progress of the children

Procedures:

- 1.1 Each child has a file in which the letters will be send to the parents on a Monday.
- 1.2 Code of conduct includes the following:
 - General offences
 - Offences that can lead to suspension
 - All incidents will be documented in a book with dates of the conversations
- 1.3 Parents will be contacted immediately in the case of an injury or a disciplinary problem. In case of injury first aid will be practised while parents will be contacted. The child will be taken to hospital in the case where the parents can not be reached. CMS will be notified immediately.
- 1.4 Any references to speech- or occupational therapists will be discussed with parents as soon as possible.
- 1.5 Every child will receive a report on the adaptability in the beginning of the year and a full report in June and November.

1.6 In October school readiness tests will be done on the grade R's and their progress will be communicated to the parents

Rules that children must obey to:

- 1.1 Must be at school at 8:00 o'clock – classes will start at 8:10.
- 1.2 Children must have an extra set of clothing.
- 1.3 Children must bring with a healthy lunch box.
- 1.4 No toys are allowed at school.
- 1.5 No running in classes.
- 1.6 No shouting in classes.
- 1.7 Children must show respect towards teachers
- 1.8 No littering on school grounds
- 1.9 No chewing gum at school
- 1.10 No offensive language
- 1.11 No damaging of school property or plants
- 1.12 No disruptive behaviour in class
- 1.13 No injuries on purpose to a child
- 1.14 Children can not come to school with any contagious illness

In case of any offenses the following will be done

- 1.1 If they do not keep the rules, the issue will be addressed
- 1.2 If behaviour do not improve, something eg. tuck will be taken away
- 1.3 Parents will be called if there are still no improvement in behaviour
- 1.4 If parents choose to ignore the issue, the Department will be contacted
- 1.5 If children damage others privacy, parents will be contacted
- 1.6 In such a case it is expected from the parents to contact an educational therapist for an evaluation
- 1.7 If a child puts another child's life at risk, the child will not be allowed to attend the school again
- 1.8 If school fees are not been paid, parents will receive a statement and after 2 months the child can not attend the school anymore

Code of conducts for the staff at "ONS EIE"

1. The educator and community

- 1.1 The educator plays an important role in the community with regards to education
- 1.2 The educator must contribute to the community and help with the uplifting

- 1.3 The educator's behaviour must be of such that they command respect from the community
- 1.4 The educator will try and strengthen the profession with their behaviour
- 1.5 The educator will live the ethos of the school in the wider community

2. The educator and the employer

- 2.1 The educator will show loyalty to the employer
- 2.2 The educator will obey all rules and conduct all instructions from the employer
- 2.3 The educator will handle all problems and issues through the correct channels
- 2.4 The educator will keep confidentiality within her working space
- 2.5 The educator will conduct delegated instructions to best of her ability

3. The educator and colleagues

- 3.1 The educator will set the correct example for all
- 3.2 The educator will act professional towards colleagues at all times
- 3.3 The educator will be dressed in a professional way

4. The educator and the profession

- 4.1 The educator will not abuse her position to her own advantage
- 4.2 The educator will act as an example to all
- 4.3 The educator will participate in professional affairs

5. The educator in class

- 5.1 To offer quality education will be of the utmost importance
- 5.2 Educator will act as manager so all children can benefit from education
- 5.3 Will show enthusiasm for the profession
- 5.4 Will strive towards a decent atmosphere in class
- 5.5 Will respect every child's dignity
- 5.6 Will have rules in class to ensure discipline
- 5.7 Educator will welcome principal and directors in her class at any time
- 5.8 Will follow the disciplinary policy at school

6. Educator and the child

- 6.1 The educator will treat all children with dignity
- 6.2 The educator will acknowledge all children's rights to education
- 6.3 Will acknowledge good behaviour from children

- 6.4 The educator will distinguish between human mistakes and mistakes made on purpose
- 6.5 Will administrate all money in her class in an honest manner
- 6.6 Will handle all issues in class with confidentiality
- 6.7 The educator will use proper language at all times
- 6.8 Will only use her cell phone in case of emergency

7. The educator and parents

- 7.1 The educator will work closely together with parents
- 7.2 The educator will ensure that the child feels loved and save in class
- 7.3 The educator will report any problems to the parents
- 7.4 The educator will involve parents in fundraisings
- 7.5 The educator will honour the values of the parents
- 7.6 The educator will keep an open relationship with the parents

8 The educator and skills

- 8.1 The best qualified teacher will be appointed at the school
- 8.2 Educators will attend any available training
- 8.3 Educator will attend weekly staff meetings

9 Educator and dress code

- 9.1 The educator will always be dressed in a professional way

10. The educator and dignity

- 10.1 The educator will treat all children with dignity
- 10.2 The educator will encourage a good self esteem
- 10.3 The educator will assist the child to best of her ability and there after will refer the child for extra help

11. The educator and complains

- 11.1 The educator will report any problems with a colleague to the principal
- 11.2 Principal will make an appointment with this specific educator and discuss the problem
- 11.3 If the educator has any problems with a child, it will be reported to the principal

12 The educator and class procedures

- 12.1 The educator must be well prepared for the classes
- 12.2 Everything in class has to be in order

- 12.3 The educator will create routine in the class
- 12.3.1 Children will be received in a friendly manner
- 12.3.2 No long conversations with parents in the morning
- 12.3.3 If there is a need to discuss problems with parents an appointment will be made
- 12.3.4 Classes will start at 8:10
- 12.3.5 Activities must be ready at children's arrival
- 12.3.6 Children must be encouraged to keep the routine
- 12.3.7 Children will, under supervision tidy up the class
- 12.3.8 Children will be supervised outside at all times
- 12.3.9 If injury occurs it will be written in injury book and child will be treated accordingly
- 12.3.10 In case of serious injury parents will be contacted immediately

13. Educator and job description