

The Busy Bees Workshop

Code of Conduct

Vision

Our vision is to uplift and empower children and the community. Furthermore, the school's ethos is to follow the 'natural instincts' of the children so that we may create a love of learning and a love for life itself.

Mission

To love, respect and treat all children equally and fairly. To guide and nurture the child's needs to develop to their full potential. We aim to provide a stimulating, caring and friendly environment.

Aims and objectives of the school

We are committed to providing a prepared environment based on the philosophies of Maria Montessori. We aim to establish, maintain and encourage open communication between the school and its parents to ensure that the needs of each learner are fully met.

To nurture, educate and stimulate a child to develop holistically in all spheres of his development, viz. socially, physically, emotionally, academically and spiritually.

We recognise the rights of children. We work to provide a safe, secure and nurturing school in which the uniqueness of each and every learner is recognised and their individual needs are met to help them reach their full potential.

The school's aim is to empower individuals in the community. Many of our teachers are either parents or ex-parents of the school whom we have motivated to do the Montessori course and they come on board as staff members thereafter. The school is also used as a training ground for Montessori students as well as students doing their internship. Our school is also open for any Montessori student to practice with the equipment.

Values
Mutual respect
Trust
Compassion
Unity in diversity
Perseverance
Tolerance
Unity of purpose

Admissions policy

Admission is open to children from the ages of 2 years old to 6 years old. There is no discrimination of creed, colour, religion or cult.

Functions of the Governing Body

The governing body of the school is made up of the principal, vice principal, administration clerk and x2 parent representatives from each class as far as possible.

The function of the Governing Body is to be actively involved in the decision-making process of all aspects of the school as well as assisting with the planning and carrying-out of school events, outings, functions, etc.

The school has an 'open door' policy. Should a parent have any issue please feel free to discuss it with your class teacher. Should you not be satisfied, you are most welcome to contact the principal. Should you still not be satisfied, you may take the matter up with the governing body via a letter stating your complaint. The letter must be addressed to the governing body and for the attention of the principal.

Code of Conduct for Learners

The following constitutes a breach of school rules:

- Vandalism to school property (parents will have to pay for repairs)
- Continuous / habitual late coming
- 'Play fighting' or serious fighting
- Bringing toys to school or sharp objects, unless asked for by the teacher
- Chewing of bubblegum
- Wearing clothing of cartoon / movie and television characters.
- Schoolbags, lunch boxes, juice bottles, etc with cartoon / movie and television characters
- Swearing
- Disrespect to teaching and non-teaching staff
- Hurtful and nasty remarks to other learners

If there is any incident of biting, bullying, falling, etc., it is immediately recorded in our incident book. If the behavior occurs more than three times, the parent of the perpetrator will be summoned to address the issue and find a solution. A grace period of three months will be given to observe a positive change in the child. Should there be no improvement, the school, via its School Governing Body (SGB), will arrange a meeting with the parents to determine the way forward. The school reserves the right to request that the child be placed in another school if deemed necessary.

Parents are strictly prohibited from confronting each other regarding incidents involving their children. All discussions and negotiations must take place through the School Governing Body (SGB).

Code of Conduct for Parents

- Please refrain from meeting teachers within school hours, instead arrange to set up an appointment at an appropriate time.
- Parents are liable to pay the full school fees for the year as determined by the governing body.

- Please report to the office when visiting the school. No parent is to go directly into a classroom, except when dropping / fetching your child.
- Teachers are not available during teaching hours to receive telephone calls unless it is an emergency. Please leave a message with the secretary / Administrator
- Message books must be checked daily and signed when sent home with messages inside
- Parents should play a vital role in your child's education, viz
 - Ensuring homework is done and that the homework book is packed in your child's bag. Homework books are used at school daily (applicable age appropriately)
 - Ensure that religious studies books are sent to school on Thursdays.
 - Sending your child to school in a clean state
 - Keeping sick children at home until they have fully recovered
 - Children should have a good night's rest and a good breakfast
 - A packed healthy snack and a fruit to be sent to school to share
 - To ensure that children are brought up with proper discipline at home so that school becomes an extension of home. Children are not to push, bite, hit other learners or have an aggressive tendency in any way. Should this behaviour have a negative effect on any other child, viz. the other child is hurt, etc. the school will have a disciplinary meeting with the parents concerned. The parents will be obliged to take the advice of the principal, teachers and governing body. Should the parents not do so, the school reserves the right to ask the parents to find another school for the child. Our school is concerned with protecting all the children of the school and the community at large.
- It is incumbent upon you to pay the compulsory Aftercare registration fee by the end of January of each year.
- To purchase compulsory Busy Bees T-shirts to be worn by our learners for sports day, outings, etc.
- Parents enter the school property at their own risk. The school shall not be held liable should any parent / child injure him / herself on the school property.
- Parents must inform the school about illnesses and allergies
- Parents are obliged to use Lotus Road as a one-way when dropping and fetching children, i.e. not entering from Lansdowne road but exiting into Lansdowne road.
- Inform school about changes in address and contact details of both parents home and work
- When arriving much earlier than the allocated time for your child, please park as close to the light pole towards the boundary of the school with half your car wheels on the pavement and half on the road. As more parents arrive, park behind the first cars.
- Holidays must be planned to coincide with school terms and not during school as far as possible.
- No parking in neighbours driveways. Keep neighbours driveways clear.

- School will not be held liable for any damage in the interim that your car is parked outside of the school.
- Parents should avail themselves to attend all school events, viz:
 - Parent conference (report handing)
 - Sports
 - Parent Meetings cum workshops
 - Fundraisers
- Parents to whole-heartedly support all fundraisers of the school. Parents should take responsibility when sending monies to school, by placing it in a sealed envelope with your child's name.
- To pay extramural fees directly to the companies concerned.
- Parents will be liable for the payment of the doctor's fee should your child be taken to a doctor in case of an emergency.

Role of the Teacher

- To play a vital role in the education of the children
- The teacher is a 'directress', directing children towards their potential / strengths.
- Identify weaknesses and assisting children in this regard.
- Being part of the holistic development of each child.
- Allocating homework when necessary.
- Ensuring that the class runs smoothly.
- Answering queries in the child's message book.
- Ensuring that circulars are in the message books.
- Pasting receipts at the back of message books.
- Being the liaison person between the parents, extra-murals and office.
- Supervising the children on the playground and ensuring their safety at all times.
- Recording any accidents in the school accident book.
- Contacting parents if your child is seriously hurt and getting your child to the first available doctor in the case of an emergency.
- The school is bound to refund the Aftercare registration fee should you not have used this service during the year.

Together the parent, teacher and child form a union for the betterment of all.