

Laerskool Walvisbaai
Nangolo Mbumba Weg
Posbus 848
Tel. +264 64 202836
Faks. +264 64 207098
Epos: admin@lwbsleutels.com



Walvis Bay Primary School
Nangolo Mbumba Drive
P.O.Box 848
Tel. +264 64 202836
Fax. +264 64 207098
Email: reception@lwbsleutels.com

PRIMARY SCHOOL WALVIS BAY (Incorporated association not for gain) 21/95/0111

Walvis Bay Primary School Parents' Code of Conduct

Introduction

Walvis Bay Primary School values the active involvement of parents in the educational journey of their children. To maintain a safe, respectful, and productive environment, all parents and guardians are required to adhere to this Code of Conduct.

With the enrolment of a child at Walvis Bay Primary School, the parents / guardians of a learner have willingly chosen to accept the mission, vision, principles, policies and code of conduct of Walvis Bay Primary School. Members of the community must ensure they understand and are familiar with the rules and guiding statements.

Walvis Bay Primary School Board of Directors therefore reserves the right to discontinue enrolment of a learner if it is reasonably concluded that a parent or guardian:

- **Fails to familiarise him / herself with and support the school's values, policies and procedures in a positive and constructive manner**
- **Seriously interferes with the school's accomplishment of its educational purposes which results in the impossibility of a positive relationship between the home and school**
- **Lobbies other parents or outside parties or takes up issues directly with other learners in a manner that is counter-productive and/or against the philosophy and mission of the school, without exhausting internal processes. This is incitement and the Board of Directors and Management does not condone such behaviour.**

This document outlines the expectations for parent behaviour on school premises, during school events, and in all interactions with staff, learners, and the school community.

General Conduct

1. **Respect and Courtesy:** Parents must treat all staff, learners and other parents with respect and courtesy at all times.
2. **Positive Role Modeling:** Parents are expected to set a positive example for their children through their behaviour, language and attitude.
3. **Confidentiality:** Parents must respect the privacy and confidentiality of all learners and staff members.

Conduct on School Premises

1. **Visitation Protocol:** Parents must check in at the school office upon arrival and obtain a visitor's pass. Unauthorized access to classrooms and other areas is prohibited.
2. **Punctuality:** Parents are expected to adhere to school timings for dropping off and picking up their children.
3. **Parking and Traffic:** Parents must follow all parking and traffic regulations on school grounds and different scholar patrol areas to ensure the safety of all learners.

Conduct on Sports Fields

1. **Sportsmanship:** Parents must encourage good sportsmanship by demonstrating positive support for all players, coaches, and officials.
2. **Respect for Officials:** Parents must respect the decisions of coaches and referees. Disputes or disagreements must be addressed through appropriate channels, not during the event.
3. **Behaviour:** Abusive, threatening, or inappropriate language or behaviour will not be tolerated/accepted.

Raising Grievances

1. **Protocol:** All grievances must be raised following the established school procedures. Parents/guardians enrolled their child/ren individually, therefore all grievances will be addressed individually and not in groups at all times.
2. **Communication:** Initial concerns should be addressed directly in writing and individually with the relevant staff member. If unresolved, parents should follow the escalation procedure:
 - Contact the class teacher
 - If unresolved, contact the Head of Department
 - If still unresolved, contact the Academic Head
 - If still unresolved, contact the School Director
3. **Documentation:** All grievances should be submitted in writing, clearly stating the issue, the parties involved and any relevant details.

Respecting Staff and Learners

1. **Interactions with Staff:** Parents must interact with all staff members respectfully and professionally. Any form of harassment, intimidation, or aggression is strictly prohibited.
2. **Respect for Learners:** Parents must respect the dignity and rights of all learners. Any form of discrimination, bullying, or harassment is unacceptable.

Participation in School Activities

1. **Volunteering:** Parents who wish to volunteer must follow the school's policy, including training as required.
2. **Events and Meetings:** Parents are encouraged to participate in school events and meetings. However, they must adhere to the guidelines and instructions provided by the school during these activities.

Communication

1. **Channels:** Parents should use the designated communication channels for all school-related inquiries and concerns.
2. **Respectful Tone:** All communication with the school should be conducted in a respectful and constructive manner. Abusive or aggressive communication will not be tolerated.
3. **Timing:** Parents should refrain from contacting staff and coaches after 19h00 daily unless the matter is deemed an emergency.

Consequences for Violations

1. **Warning:** At the very first violation of this Code of Conduct such parent/s will receive a formal warning.
2. **Restrictions:** Continued violations may result in restrictions on the parent's access to school premises and events.
3. **Legal Action:** In severe cases, legal action may be taken against parents who engage in behaviour that threatens the safety or well-being of any member of school community.
4. **Discontinue enrolment of a learner:** The board of Directors will impose discontinuation of enrolment of a learner in the event that a parent or guardian persists in deviating from set out protocols.

Conclusion

Walvis Bay Primary School is committed to providing a safe and respectful environment for all learners, staff, and parents. Adherence to this Code of Conduct is essential in maintaining the integrity and positive atmosphere of our school community.

By enrolling your child at Walvis Bay Primary School, you agree to abide by this Code of Conduct.

Signed at _____ on this day _____ of _____ 2025

Full Name and surname _____