

STEPPING STONES MONTESSORI SCHOOL



Code of Conduct

Stepping Stones Montessori School follows the global Montessori philosophy which encompasses mutually respectful, community orientated interaction amongst the various members of the whole school community and in the greater community.

Parents/ guardians/ au pairs/child minders/family members of the School community are expected to:

1. General:
 - a) Be familiar with and follow all the School's policies;
 - b) Educate themselves as much as possible in the Montessori philosophy so they may be able to more effectively communicate with teachers and better understand decisions that may be made at the school that are consistent with this philosophy;
 - c) Give their full support to the Principal, staff and Management Committee in the development of the School as best-practice model of Montessori education;
 - d) Understand that both teachers and parents need to work together for the benefit of and in the best interests of the child/children;
 - e) Raise concerns or impart information regarding their child to the lead teacher
 - f) All meetings must take place within school hours as agreed upon by the teachers/ principal;
 - g) Advise the School of any custody agreements/ drop off and pick up arrangements in advance by email or phone;
 - h) Seek to clarify a child's version of events with the School's view first, to bring about a peaceful solution to any issue;
 - i) Accept responsibility for their child's progress and work collaboratively with teaching staff by dealing promptly with matters of concern;
 - j) Acknowledge that in not being Montessori educationalists, they may not always initially understand decisions made but agree to openly discuss their thoughts or concerns with the teachers first so that misunderstandings do not occur;
 - k) Be willing to volunteer and assist;
 - l) Ensure that their child is dressed in comfortable, weather appropriate clothes, suitable for play and easy movement;
 - m) Where initiated by the School, dress-up clothes are only permitted on designated days;
 - n) In general, branded clothing is not allowed;
 - o) Ensure their child wears clothing designated for certain occasions such as Sports Day or sport activities as prescribed by the school;
 - p) Ensure their child attends school on a regular basis to provide a comfortable routine;

- q) Accept responsibility for their child's prolonged absenteeism by informing the school of any foreseeable, prolonged absence. The school reserves the right to call for a meeting should this nonattendance impact on their child's performance.
- r) Refrain from interacting physically "playing" with children other than you own

2. Social Graces:

- a) Demonstrate that all members of the School community should be treated with respect and therefore set a good example in their own speech and behaviour;
- b) Provide a role model for their child by greeting school staff when arriving or departing and encouraging their children to do the same
- c) Arrange meetings with lead teachers/ or principal in advance so as not to disrupt the School programme;
- d) Respect the professional advice given or requests by teachers and Principal regarding their child (Refer to Intervention Policy);
- e) Avoid using any staff as threats to admonish children's behaviour;
- f) Encourage their children to be responsible and accountable at an age appropriate level;
- g) Take responsibility for their own child when on the School premises and when on outings;
- h) Refrain from taking photos of other children on the School premises and when on outings unless given permission to do so;
- i) Refrain from sitting on the class furniture (tables, shelves) and using the playground equipment;
- j) Correct their child's own behaviour especially in public where it could otherwise lead to conflict, aggressive or unsafe behaviour;

3. Communication

- a) Use the correct channels to approach the School should any issues of concern arise; namely, send an email to the appropriate staff member or a request a meeting by email to the staff member. (refer to Communications Policy)
- b) Converse with the lead teacher in a language that he/she understands

4. Arrival:

- a) Expected to arrive timeously according to the programme
- b) Expected to practice patience and courtesy towards other traffic
- c) Refrain from parking in Sylvan Close at any time
- d) Refrain from parking in front of any neighbour's garages or driveways
- e) Expected to abide by the car park guide's directions
- f) Always Expected to close the school gates behind them to ensure safety
- g) Expected to abide by the school's drop off policy where appropriate
- h) Expected to leave the car park immediately after dropping off their child or children to ensure parking space for others

5. Departure/fetching children:

- a) Always expected to close the school gates behind them to ensure safety
- b) Expected to leave with the child or children they are fetching within 10 minutes after arrival
- c) Prior arrangement for children being collected by other parents/au pairs/guardians/grandparents needs to be made in advance with the school office
- d) Refrain from texting or making phone calls in the car park after arriving to fetch their child

6. **Behaviour that will not be tolerated:**

- a) Disruptive behaviour which interferes or threatens to interfere with any of the schools' normal operation or activities anywhere on the school premises;
- b) Any inappropriate behaviour on the school premises;
- c) Using loud or offensive language or displaying temper;
- d) Threatening in any way, a member of staff, visitor, fellow parent/carer or child;
- e) Damaging or destroying school property;
- f) Sending abusive, defamatory or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community;
- g) Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parents/staff/governors at the school on Facebook or other sites;
- h) The use of physical, verbal or written aggression towards another adult or child; this includes physical punishment of your own child on school premises;
- i) Approaching someone else's child to discuss or chastise them because of the actions of this child towards their own child. In such instances, a staff member must be called to assist with the situation;
- j) Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events);
- k) Dogs being brought on to the school premises unless by special arrangement. (other than guide dogs)