



# Cedarwood School

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113 Dunmaglass Road, Glenferness | [www.cedarwoodschool.co.za](http://www.cedarwoodschool.co.za)

## CEDARWOOD SCHOOL PARENT / SCHOOL RELATIONSHIP CHARTER

This policy must be read in conjunction with the POPIA Manual

### Purpose of this Policy

A quality education benefits enormously from the establishment of a constructive relationship between parents / guardians (“parents”), learners and educators. Building and protecting those relationships is essential to the long-term success of any school.

At the core of the School’s ability to deliver the education to children is the School’s ability to attract and retain staff who are committed to the children and motivated to deliver the best service. The School’s ability to do so can be severely hampered where staff do not get co-operation from parents and experience disrespectful or abusive behavior from parents.

The enrolment agreement concluded between the School and parents records the contractual relationship and includes the obligation on parents to co-operate and assist. This document is intended to provide more detail on the nature of the relationship and the co-operation and assistance required from parents to ensure that the School and its staff can be of the greatest service to the children who attend Cedarwood.

### Key Principles of Partnership

We expect that as parents, you will:

- Prioritise the best interests of your child and work as advocates for your child in ensuring their protection and growth.
- In selecting a school, seek an optimal match between the needs of your child, your own expectations, and the philosophy, programs and policies of the school. By selecting Cedarwood, we expect that you have identified Cedarwood as the “best fit” available for your child.
- Trust and respect that the actions and decisions taken by the School and its staff need to take account of the needs of the broader school community, which includes your child. Spontaneous trust and mutual respect are the most essential underpinnings of effective working relationships between all school staff, children and the parents/guardians.
- Recognize that effective partnerships are characterized by clearly defined responsibilities, a shared commitment to collaboration, agreed lines of communication, mutual respect, and a common vision of the goals to be achieved.
- Familiarize themselves with and support the school’s policies, procedures and rules.

- Provide a home environment that supports the development of positive learning attitudes and models behaviour that is consistent with behaviour required at School. This will assist your child at School and is an essential requirement for effective functioning as an adult in the future.
- Realise the benefit of the School community to your child and involve yourself constructively in the life of the school to promote the best interests of all learners and the rest of the school community.
- Share openly with the school any religious, cultural, medical or personal information that the School may need to best serve your child.

### **Implementation of Key Principles**

The School (through its staff and management) are committed to collaborative and co-operative engagement with parents to retain their trust and to make our children the best they can be. To do so and to address some of the difficulties that have been experienced, the following mechanisms have been identified:

- While there remains to be open communication channels to staff, the Heads and the Board at all times, parents are required first to communicate directly and honestly with the staff member closest to the problem and engage constructively to address any concern.
- Where the concern is not resolved with the staff member concerned, parents/guardians are encouraged to engage directly with the Head or Deputy-Head, and if the issue is still not satisfactorily addressed, to the Board through the Chairperson of the Board. At all times, the School staff, management and Board are committed to engaging constructively and providing reasons for decisions that are made.
- When engaging with staff or management, mutual respect is essential. Please empathize, listen to their explanation and remember the School's obligation to always take account of multiple needs within the broader school community.
- All discussions must be conducted courteously and with respect, particularly where they are held at the School, as conduct in these interactions and discussions around these interactions have an enormous influence on children. Where written communication is addressed, please remember to maintain the same high level of respect and be honest and constructive, not critical, in your approach.
- Parents/guardians are encouraged to work productively with staff by staying informed about their child and important events in the life of the school. In the same manner, they should timeously and constructively inform the relevant staff member of information relevant to the well-being of the child.
- Thoughtful questions and suggestions are welcomed by the school and can be directed at the person you consider best to address the issue.
- Parents/guardians are encouraged to support the PTA (Parent Teacher Association) by volunteering to be an active committee member or assist at the activities they organize for the benefit of children and Cedarwood. Involvement in the PTA creates opportunities for firm supportive relationships to develop between the parents of the school and with the staff.
- Parents are encouraged to attend School meetings, both those that affect your child directly and general meetings of the School community.

**Parent/Guardian 1:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Parent/Guardian 2:**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**RECORD OF CHANGES**

<u>Date</u>	<u>Page no, heading, brief description of changes</u>	<u>Entered by</u>
15/05/18	Grammar	Management
18/07/18	None	P Kotze
30/09/19	None	P Kotze
11/09/20	POPIA	Management