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PARENT CODE OF CONDUCT

"We need your input, follow-up, and full cooperation, daily!"

1. Children's bags must be packed with all required material.
2. Towels, sun-cream, swimming costumes, goggles (if required), must be supplied for swimming lessons every Monday & Wednesday.
3. Ensure that the dress code is adhered to.
4. Operating hours are 7:30 – 14:00 Monday to Thursday and 7:30 – 12:30 on Fridays. Please ensure that your children *are here on time*, as late comers disrupt the class.
5. Ensure that they have a packed lunch or cash for the Tuck Shop. Tuck will not be given on a pay tomorrow basis under any circumstances.
6. Should reading books be sent home, they must be returned in the same condition and if not, damaged/lost books will be charged at R200.00 per book to the account holder. If the reader belongs to a set, the account holder will be responsible for the whole set.
7. Please ensure that your children are aware of who will be collecting them from The Matriarch as this is not our responsibility.
8. Times Tables MUST be practised DAILY at home. Children who do not learn their tables regularly fall behind with their maths.
9. It is the parents' responsibility to ensure that their children have studied for their exams.
10. When children are absent, it is the responsibility of the parents to ensure that all work missed is caught up within 2 days after returning to school. Please also be kind enough to advise the office should your child be required to stay at home for any reason.
11. All photocopies required or requested are charged at R1.50 per copy (B&W) and R2.00 (Colour).
12. Fees MUST BE PAID BY THE 1st DAY OF EACH MONTH as per the contract. Late payment of school fees cause costly and unnecessary time consuming hours chasing up overdue accounts. A "late payment penalty fee of 10%" will be charged should this be the case, and the Student will be suspended.
13. When learning problems are discovered, it is the parents' responsibility to take their child for an assessment and where necessary, extra lessons will be arranged if required..
14. It is the parents' responsibility to ensure that their children do not have any pornography and abide by the age limits for games, movies etc on their game consoles, cell phones and computers. Should this be discovered on any device, the device will be confiscated and the parents will be advised immediately. The parent must collect the device from the office and remove any prohibited material.
15. All toys brought by your children to The Matriarch will be under the direct permission of the parent as we will not be held responsible for any breakages and/or theft.
16. Speed inside the property - 10km per hour. Remember we have children and animals running around the grounds.
17. The key code for the gate : **PLEASE** do not hand out the code to **ANYONE** – for the safety of ALL.
18. The gate closes automatically allowing a motor vehicle enough time for entering or exiting. The rule is: **Please do NOT tail-gate into, or out of, the property**. All damages incurred will be for your account.
19. Homework will be given to all Students who do not complete their work during class. This work MUST be completed at home for the following day. All Students receive various projects for completion throughout the year. Work not completed will be to your children's detriment.
20. Sick children are to be kept at home. This is primarily to prevent further infection of other Students and Tutors, as it could mean there will be no one available to teach your children!
21. Our disciplinary procedure is as follows:
 - An initial discussion will be held with the Student and a representative of The Matriarch.
 - Second instance a 1st (first) warning will be issued.
 - Third instance a 2nd (second) warning being issued.
 - Fourth instance a 3rd (third) and final warning as well as 2 days suspension. All work missed during the suspension must be caught up.

Our signatures below indicate, we have read, understood and agree to abide by the above "**Parent Code of Conduct**".

FATHER : _____ DATE : _____
MOTHER : _____ DATE : _____