

THE KING'S SCHOOL WEST RAND



CHAPTER 3: PARENTAL MATTERS

1. INTRODUCTION

The King's School West Rand is a non-profit, independent school. It is governed by a self-perpetuating Board of Directors drawn from the parent body. Parents are regarded as the first line of authority for their children, in line with Biblical teaching. This is concurrent with the school's view on learning, which is not confined to the acquisition of academic knowledge, but extends to the child's holistic development, including social, emotional, character and Spiritual Formation. Parents are not involved in the daily operations of the school but are encouraged to be active participants in their child's education and to support the school in its endeavours. The school undertakes to keep parents fully informed of all matters relating to their child's progress at school, particularly academic performance. The school also expects parents to embrace its Christian philosophy of education which underpins all programmes and activities conducted at this educational institution.

Therefore The King's School West Rand believes that parents are the primary educators of their children, as supported by Scripture. We undertake to partner with Christian parents in this sacred responsibility, training students with a standard of excellence to the glory of God. When parents delegate a portion of their trust to the school, the parents themselves have a solemn responsibility to engage meaningfully and positively with the school and its stated aims. The family and school should not be mutually exclusive or opposing influences in a child's life. In fact, each should support and reinforce the values of the other. While it is obviously not possible for the school to alter its modus operandi to individual preferences of each family, we thus expect prospective parents of the school to research The King's School West Rand confessional statements (Vision, Mission, Statement of Beliefs, Statement of Philosophy of Education and Core Beliefs) to ensure that they are in agreement and supportive of these documents before enrolling their child in our school. The King's School West Rand desires for parents to be actively involved in their children's school experiences and the broader life of the school community, in order to gain a deeper understanding of how the confessional statements are being applied in our context to the education of their children.

In order to minimize conflict of values in student's lives, The King's School West Rand requires that at least one parent should acknowledge Jesus Christ as their Lord and Saviour, and be actively worshipping in a local church. Parents should also be united in their desire to have their children taught from a Christian perspective as outlined in the confessional statements.

The King's School West Rand recognises that it operates in a close and vital partnership with parents to achieve the excellent education of its students. As such, the school has an essential responsibility to keep parents informed and abreast of any matters pertaining to their child's education. The predominant instrument for general communication will be the school newsletter, The King's Ken but more specific information might be conveyed in quarterly school reports, individual notice-letters, phone calls, sms's, or parent-teacher interviews.

2. **PARENT EVENINGS**

Parents' evenings are held during the course of the year after the issue of first, second and third term reports. These afford opportunities for the educators and the parents to meet so that they may discuss and resolve issues affecting the learners' progress. Parents' evenings are a compulsory event for educators on the School calendar. For specific problems or queries, parents should be encouraged to make an appointment with individual subject educators. After the interview any relevant information should be distributed to all concerned and followed up effectively. Records of these interviews may be included in the Learner Profiles, and/or Parent Conference Record of individual teachers.

2.1 **GENERAL PARENTS MEETING** (PHASE HEADS' RESPONSIBILITY)

All parents of different Phases should attend Phase Information Meetings, as per the year plan (usually January of each year).

This communication evening will be held a minimum of once a year for different Phases to address matters relevant to that particular phase. Such issues will include, for example:

- New parent induction
- Subject choice
- Communications
- Curriculum matters
- Academic requirements

3. **PARENT COMMUNICATION**

It is of utmost importance that parents are kept informed of any problems affecting the learner. If a child shows signs of unacceptable behavioural patterns or is underachieving, the matter must be brought to the attention of the Phase Head. Teachers will make an appointment with the parents if necessary and may invite the Phase Head/Vice-Principal to be present.

Before commencement of such an interview, all educators involved with the learner concerned may be asked to complete a confidential report. The purpose of the confidential report is to gain a complete perspective of the nature and severity of the problem before the parent interview takes place.

Should it become apparent that specialized help is required; the help of the Principal/Vice-Principal and the Phase Head is enlisted.

Educators and parents may also communicate with one another through the student's diary. This is less effective in the High School and these teachers should preferably communicate telephonically or by email. Educators wishing to communicate with parents in this manner are encouraged to do so but are requested to first discuss the matter with the Head of Department.

4. **GRIEVANCE PROCEDURE FOR PARENTS**

The King's School West Rand aspires to allow conditions, procedures and/or decisions that are safe, dignified and Biblical in dealing with consumers i.e. parents. Should parents feel aggrieved with anything pertaining to the school's responsibilities, they are encouraged to address it promptly. The School desires to operate in partnership with its Christian parents.

The grievance process that should be followed by those who feel that they have been aggrieved is based on the Matthew 18 principle:

- o Discuss the problem in person with the relevant person(s).
- o If unresolved, speak to the HOD.
- o If once again unresolved, speak to the Vice Principal or Principal.
- o If the grievance cannot be resolved by the Principal, the matter may be escalated to the Chairman of the Board of Directors.
- o Grievances may be communicated to the HOD, Vice-Principal or Principal in the form of a letter or e-mail. It is advisable for grievances to be detailed in such written form as this facilitates an effective, speedy investigation and resolution.

5. **CLIENT SURVEY**

Every second year, at the beginning of the third term, The King's School requests that parents complete the 'How Good is our School' survey. This survey asks parents to rate the school on its fulfillment of its stated aims and objectives, as well as to provide comments and suggestions on organizational performance.

Data from this survey is collated and results are published in the school newsletter, the King's Ken. The responses are also analysed and studied by the Board of Directors, who are responsible for evaluating organisational effectiveness and setting strategic objectives.

The results of the 'How Good is our School' survey will contribute to the agenda of the Board of Directors annual strategic planning meeting, where the findings will be considered in conjunction with Board policies, relevant monitoring data, staff and student input, and previous strategic goals in a spirit of the prayerful seeking of God's will and future direction.

6. **PARENT INVOLVEMENT**

The King's School desires an educational partnership with its parents. This does not mean that parents are active participants in curriculum delivery or other school programmes (such involvement might become obtrusive and impede the school's operations), but rather in a supportive role, where they reinforce what the school is teaching and modeling. It also means that parents are encouraged to actively monitor their children's progress and maintain frequent and transparent communication with relevant teachers.

Report comments are constructed in such a way as to provide comprehensive detail of student's progress to parents, both in their academic endeavor as well as their Spiritual Formation, and to direct parents with regard to strategies they can implement from home to assist their children.

Fathers are encouraged to embrace their role as the head of the home and Daddy-daughter picnics are held each year.

At Blue Certificate assemblies and Evenings of Excellence parents are invited to observe their children receiving accolades and recognition of achievements.

7. **PARENT'S WHATSAPP COMMUNICATION**

PRESCHOOL AND FOUNDATION PHASE

1. Each class may have a broadcast group for the distribution of pertinent information to those parents.
2. For information pertaining to individual children, parents will receive a personal WhatsApp directly from the teacher.
3. Parents wishing to communicate with the teacher may WhatsApp the teacher directly, or contact the teacher telephonically or by email.
4. Parents should be aware that teacher's primary and immediate responsibility is towards the whole class in her care, and will not always be able to respond straight away to a WhatsApp message. Should parents have a query, they may alternatively call the school on 011 10 5377.
5. Parents are requested to respect the professional status of teachers, as well as their need for personal family time, and refrain from calling them after hours, especially after 18:00 in the evening, or before 06:00 in the morning.
6. When children are aware of WhatsApp communications, our desire is they always witness a strong unity between their parents and teacher. If differences do arise, it is better to deal with them face-to-face and not on WhatsApp.

RECORD OF TELEPHONIC COMMUNICATIONS



PARENT NAME AND NUMBER	CHILD	DATE	MATTER DISCUSSED	PLAN OF ACTION				
				RESOLVED IMMEDIATELY	ACTION REQUIRED	GATHER MORE INFORMATION	SCHEDULE APPOINTMENT	DATE OF CALL BACK TO: REPORT BACK ON ACTION, INFORMATION GATHERED OR SCHEDULED APPOINTMENT

PLEASE NOTE: This policy is a dynamic document that is reviewed on an ongoing basis. The King's School West Rand reserves the right to modify the policy as and when required

PLEASE NOTE: This policy is a dynamic document that is reviewed on an ongoing basis. The King's School West Rand reserves the right to modify the policy as and when required