



Jacaranda
Academy

Knowledge. Wisdom. Power

2023

Parent Handbook



From the Head of School

Dear Parents

It is with great honor that I have the opportunity to welcome our new parents and students to The Jacaranda family and for our existing families to welcome back. Our sincere wish for 2023 is that the year will be filled with great strides in learning and academic success, that the school is filled with laughter, stories of achievement.

We are looking forward to a productive partnership with you to ensure our students can achieve their highest potential. We recognize that to be successful in schools, our students need support from their parents and the school. I would encourage all parents to get involved in their child's schooling and in events hosted through the year. It is quite shocking how quickly the time flies by and parents often have regrets that they missed out on so many special moments.

We know a strong collaboration with you will make a great difference in your child's education.

At Jacaranda Academy, every child is an individual who is supported by highly trained, professional, deeply caring teachers and staff members. Let us make 2023 the year of great memories and special moments on our journey of lifelong learning.

My hope is that you find our Handbook a helpful guide to the year ahead.

Mr R Misri

Director/ Head of School

School Motto

“Knowledge Wisdom Power”

OUR VISION

To provide for a holistic, balanced education which challenges each student to become critical thinkers, who are confident and internationally minded as well as equipped with 21st century skills

OUR MISSION

As a co-educational, non-denominational school our safe and secure environment focuses on mutual respect, coexistence and sound, traditional values, while providing a learner centered educational experience which develops young students who are independent thinkers.

CORE VALUES

Respect: Cultivate a mutual respect for each other and the environment

Community: Cultivate a spirit of giving

Responsibility: An ethos of taking responsibility for educational achievement

RESPONSIBILITIES INSTILLED IN STUDENTS

- Wear their uniform with pride
- Always present themselves neatly
- Always show impeccable manners
- Arrive on time for all classes or activities
- Take ownership for all personal items
- Catch up any work missed due to absenteeism
- Take pride in the academic work
- To commit to extra mural activities
- To show sportsmanship

OUR SCHOOL BADGE

The school badge contains the Jacaranda tree which is an international symbol that represents an environment of life-long learning, and blooming wherever you are planted as well as a dual meaning of representing the Tree of Knowledge Wisdom and Power.

HOUSES

Students are allocated to houses on entry to the school year.

Throughout the year several House events take place. On these days' students are required to wear their House shirt. Annually students collect House points which, along with academic points, determine the Winning House for that year. House captains are elected for each house from the Grade 6 student body and there are House Mistresses/Masters for each house.

Practical Information

School timing

	Monday	Tuesday	Wednesday	Thursday	Friday
School starts at	07:45	07:45	07:45	07:45	07:45
Break times as per timetable (30 min slots)	09:30-11:00	09:30-11:00	09:30-11:00	09:30-11:00	09:30-11:00
Lunch breaks (30 min slots)	11:30-13:00	12:30 pm	12:30pm	12:30 pm	12:30 pm
Day ends at	14:00	15:30	15:30	15:30	14:00

Term dates

	First Day of Term	Last Day of Term
Term 1	11/01/2023	24/03/2023
Term 2	12/04/2023	23/06/2023
Term 3	18/07/2023	29/09/2023
Term 4	10/10/2023	13/12/202

Public Holidays (School Closed)

- 1 January - New Year's Day
- 21 March - Human Rights Day
- 19 April - Good Friday
- 22 April - Family Day
- 27 April - Freedom Day
- 1 May - Workers' Day
- 16 June - Youth Day
- 17 June - Public Holiday
- 9 August - National Women's Day
- 24 September - Heritage Day
- 16 December - Day of Reconciliation
- 25 December - Christmas Day
- 26 December - Day of Goodwill

Contact information

School contact information	
admin@jacarandaedenglen.co.za	+27 11 609 6218

School Leadership

Rakesh Misri	Acting Head of School	misri@jacarandaedenglen.co.za
--------------	-----------------------	-------------------------------

Admin Team

Rori Molosiwa	Parents Relation Officer	rori@jacarandaedenglen.co.za +27 63 923 4928 / +27 11 609 6218
Alisha Hemrajh	Admin Officer/Additional Revenues	alisha@jacarandaedenglen.co.za
Rika Rajkumar	Finance Officer	Accounts@jacarandaedenglen.co.za +27 11 452 3839
Rori Molosiwa	Marketing & Parents Relations Officer Extra Curricular Coordinator	rori@jacarandaedenglen.co.za +27 63 923 4928 / +27 11 609 6218

Academic Team

Sunita Kumar	Grade R <i>English Home Language, Mathematics, Life Skills,</i>	sunita.@jacarandaedenglen.co.za
Kerstin Hoehler	SAMS Coordinator Grade R <i>English Home Language, Mathematics, Life Skills, Afrikaans (Grade R-3)</i>	kerstin@jacarandaedenglen.co.za
Summer Sanders	Grade 2 <i>English Home Language, Mathematics, Life Skills</i>	summer@jacarandaedenglen.co.za

Megan Scrooby	Grade 3 <i>English Home Language, Mathematics, Life Skills</i>	meganS@jacarandaedenglen.co.za
Megan Viljoen	Head of Sports Grade 4 <i>Physical Education (Grade R-7), Social Science (Grade 4-7), Life Skills, Afrikaans (Grade 4-7)</i>	megan@jacarandaedenglen.co.za
Lucia Ndovu	Grade 5 & 6 <i>English Home Language (Grade 4-7), Natural Science & Technology (Grade 4-6), Life Skills. EMS, Creative Arts</i>	lucia@jacarandaedenglen.co.za
Melvin Barnes	Grade 7 <i>Mathematics Grade 4-7, Natural Science (Grade 7), Physical Education (Grade R-7)</i>	melvin@jacarandaedenglen.co.za
Lucette Kanyama	FRENCH	admin@jacarandaedenglen.co.za

Communication Tools

NEWSLETTER

Parents are strongly encouraged to download the weekly newsletter every Thursday to keep themselves up-to-date and informed as to school information. The newsletter is emailed to all parents and contains vital information regarding events occurring at school, calendar dates, sport and cultural activities, student achievements, etc.

HOMEWORK DIARIES

Students are issued with a new diary at the beginning of each year. Diaries are phase specific and will contain phase related information such as PE days, cycle test timetables, etc. Diaries have a section on each day for parent/teacher communication and must be signed by parents daily.

Whatsapp Class Groups:

All parents will be invited to their respective class whatsapp groups. This is an admin only group for teachers to send urgent communication to parents during the school day.

Class Moms:

Each class will be assigned a class mom who will be the liaison between parents and the school for all school events and or concerns.

PTA :

The parent teacher association acts as a representative at all Board meetings.

Emails and Phone calls.

All emails (admin@jacarandaedenglen.co.za/ admissions@jacarandaedenglen.co.za) will be responded to by our PRO and/or necessary staff members within 24 hours. Parents can phone the

school at any time during the school day. [\(011 609 6218\)](tel:0116096218). *Please see contact information on the previous page for staff email addresses.*

APPOINTMENTS

- No parent / family member or friend may go directly to a teacher's classroom or staffroom without prior appointment.
- All visitors must report to security on arrival and will then be directed to the Reception.

SOCIAL NETWORKING SITES

Parents are encouraged to follow the official Jacaranda Academy social media sites. Facebook: www.facebook.com/jacarandaacademy

UNIFORM POLICY

1. Items of school uniform are to be bought in the correct size and replaced when too small.
2. Items of uniform are to be worn in the original, approved width, length and colour.
3. Outside of school (i.e. traveling to or from school, in a public place) either full school uniform, full sports uniform or casual clothes should be worn. Students should not mix any part of the three together.
4. Parents are to mark all items of clothing with the student's name and present grade including socks, shoes and hats.

GIRLS APPEARANCE

- Hair must be clean and neat at all times.
Hair may not fall into the eyes, nor obstruct a pupil's vision..
- Fringes must be cut above the eyebrows.
- Medium and long hair (braids/plaits included) must be tied up and/or clipped back.
- Hair accessories may only be in the school colours.
- Nails must be clean and neat, and may not be longer than the end of the finger. Only clear nail polish may be worn.

- No accessories of any kind, barring medical aid bracelets, watches and one pair of plain gold or silver studs may be worn.

BOYS APPEARANCE

- Hair must be clean and neat at all times.
Hair may not fall into the eyes, nor obstruct a pupil's vision.
- Hair must be cut above the collar.
- Nails must be clean and neat, and may not be longer than the end of the finger.
- No accessories of any kind, barring medical aid bracelets, watches and one pair of plain gold or silver studs may be worn.

Exceptions to the above rules may be considered for religious and / or cultural reasons, on the provision that the necessary request is submitted, in writing, by the religious and / or cultural leader. Individual cases will be handled at the discretion of the School Management Team.

Full winter, or full summer uniform is to be worn. No combinations of the two are permitted

PE/sports Uniform is to be worn on days where PE/sports is indicated on the student's timetable, only white or black sports shoes to be worn. No high tops or tommies.

- **Boys winter uniform:**

- Long grey trousers,
- white shirt,
- navy blue jersey,
- school blazer (with school logo),
- long grey socks and black shoes.
- Or school tracksuits.
 -

- **Girls Winter Uniform:**

- Long grey trousers,
- white shirt,
- navy blue jersey,
- school blazer (with school logo),
- white socks and black shoes.
- Or Girks scotch skirt/skort with navy blue stockings
- Or school tracksuits

- **Boys summer uniform:**

- Grey shorts,
- white short sleeve shirt,
- long grey socks,
- black school shoes
 -

- **Girls Summer uniform:**

- Checked skirt/skort
- White school shirt
- White socks and black shoes

Sports uniform:

- Navy blue shorts and house colour t shirt for PE.
- Navy blue shorts and white golf t-shirts for formal sports events.
- All sportswear to be worn with white or black sports shoes. (no High Tops)
- The school tracksuit is worn with a house colour t-shirt which homeroom teachers will allocate on the first week of school.

Please contact our uniform store on the below information:

Esquires Edenvale

46 8th Avenue, Edenvale

011 453 9008

SWOP SHOP

The Swop Shop is located at the Aftercare Centre and is managed by Miss A Hemrajh. Appointments may be made through the reception. Should you have any queries regarding uniform please contact Miss [Alisha Hemrajh](mailto:alisha.hemrajh@JacarandaAcademyeducation.com) at alisha.hemrajh@JacarandaAcademyeducation.com

LOST PROPERTY

All items of uniform must be clearly marked with your child's name (not initials) and present

grade. Please also mark the following items:

- Both summer • Belts • Pencil bags
- and winter uniform items • Scarves • School bags
- Blazers • Gloves •
- PE uniform • Lunch boxes • Shoes
- Ties • Water/juice bottles • Socks

All lost items will be stored in the store room by Mum Pretty

Lost property drawers will be cleared weekly. Items which contain students name and grade will be return to the student.

Unmarked items of clothing will be kept in the lost property for 4 weeks and then handed to the Swop Shop for re-sale. Non-school items of clothing, lunch boxes and water bottles will also be kept for 4 weeks, thereafter these items are donated to a local charity.

It is the parent's responsibility to ensure all items are clearly marked with the child's full name and class.

CELLPHONES AND SMART WATCHES

We understand the importance of students having the means to contact their family in emergency situations after the normal school day. During the school day parents will be contacted by the school.

the school strongly encourages parents not to allow cellphones/smartwatches to be brought to school.

Students are not allowed to be in possession of either cellphones or smart watches during the academic day or while at extra-mural activities or matches.

- the school takes no responsibility for the loss of cellphones / tracker watches.
- Cellphones/smartwatches are collected daily, during homeroom and locked away for safekeeping until home time.
- In the case of an emergency students should report to the office where they may make use of the school telephone.
- Should any student ignore the Policy rule, their cellphone / smart watch will be confiscated. The confiscated item will be locked away. At the end of the school day the student is required to collect the item from the HOD. If this occurs again, a parent/guardian will be required to collect the item.

EXTRA-MURAL ACTIVITIES

INHOUSE EXTRAMURAL ACTIVITIES

Grade R to 3 participate in an Integrated Sports period during the academic day, during which all students are exposed to a variety of sporting disciplines based on the seasonal sports offered at Jacaranda. Similarly, all students are participating in Public Speaking and Choral Verse (Eisteddfod) events, initiated during the school day. Matches/Events may take place after school times.

Activities include:

- Athletics •
- Cross-Country • Tennis • Netball • Soccer • Chess
- Hockey • Cricket •

Outsourced Activities:

- Classical Ballet • Karate • Swimming
- Chess • Private instrumental music lessons

RAIN POLICY

Jacaranda Academy adheres to the strictest of weather-related policies with regards to outdoor and swimming activities. Lightning distances are adhered to at all times.

No sporting or cultural practice will be cancelled due to rain. Students will participate in an indoor activity under these circumstances.

AFTERCARE CENTRE (Grade R to 6)

An after-school care facility is offered on the premises and runs throughout the academic year

including all school holidays and mid-term breaks, closing only from mid-December until mid-January, when the school reopens for the academic year. A Holiday Club operates during the

April, July & August holidays.

Students in the centre enjoy a hearty lunch before tackling their homework under supervision.

Aftercare times are until 17:30 from Monday to Thursday, and until 17:00 on Friday.

TUCK-SHOP

Café @ Jacaranda is our school tuckshop located between the and Senior school, overlooking the beautiful wetlands. Café @ Jacaranda serves a variation of lunches daily including home baked goods. Parents can pre-order their child's meal via the TapTuck card

system to ensure a cashless system. We take the health and safety of the students very seriously.

CODE OF CONDUCT POLICY

As an independent school, Jacaranda Academy expects the members of our school student community to live up to the professional standards of excellence associated with educational communities of similar standing.

All parents, guardians, staff members and notably students, are urged to study this Code of Conduct thoroughly in order to understand what is expected of them. A positive attitude and spirit of co-operation will enable Jacaranda Academy to function successfully to benefit all concerned.

1. The basis of the code of conduct

Jacaranda Academy:

- Respects the right of every student to be educated in a safe, happy, ordered and productive environment.
- Respects the right of each individual to be treated with dignity and to show mutual respect – synonymous with consideration, good manners and care.
- Respects the right of individuals to:
 - understand any breach of standards
 - state the circumstances of his or her case
 - appear before and be heard by a Disciplinary Committee
 - appeal to the relevant Principal and/or school Director
- Respects the inherent integrity of all associated with the school. Dishonesty has no place in the school.
- Respects that punishment be fair, reasonable, appropriate, and consistent. Student behaviour will be monitored, good behaviour rewarded, and unacceptable behaviour followed up. (See Jacaranda school Disciplinary Policy)
- Respects other people's bodies, cultures, backgrounds, and belongings.
- At no time will the discipline of another student be discussed with a parent, other than the students own parents.

2. Guidelines and principles of good conduct

- Punctuality: Attend all classes and arrive on time.
- Classroom Manners and Rules: Classroom rules and expectations will be set and agreed upon at the beginning of the year, by each teacher.
- Respect for others:

The three pillars of respect are: Civility Courtesy Acts of kindness Students are expected to demonstrate respect for all staff members, support staff, visitors, adults and fellow

students. Crude or abusive language and/or gestures are not acceptable. (See Anti-bullying Policy.)

3. Code of dress and appearance

Students must wear the correct uniform appropriate for the season. Appearance of students is to be neat and in accordance with school uniform rules.

4. Dangerous substances

Cigarettes, fireworks, matches, chemicals, dangerous toys or weapons, radios, I-pods, pornographic material - Cell phones/Smart MAY NOT BE BROUGHT TO the school. watches - if used during the academic day, will be confiscated. (See Cell phone/Smart watch Policy)

5. Substance free policy

At Jacaranda Academy, it is not permissible for any student to use drugs, or to bring drugs to school, to sell drugs, or to come to school under the influence of drugs. In order to ensure that Jacaranda Academy is maintained as a drug-free environment, strict measures such as suspension or expulsion will be instituted in the case of any breach of the Code of Conduct in this regard.

For the purposes of the Code of Conduct, drugs are defined as substances which have the potential to be abused, which would include alcohol, tobacco and drugs which can be legally or illegally obtained.

6. Safety and security

- Students may not leave the school property during school hours, unless accompanied by a responsible adult, having been signed out at reception. No student may leave with another adult/stranger, without permission from parents.
- the school cannot be held responsible or liable for the loss, damage, or theft of

property – do not bring valuables to school.

- We encourage parents to collect or arrange for the collection of students shortly after school or extramural activities. Students may not loiter on the school campus after hours, if not involved with school activities.
- Students not collected within a reasonable time (15 minutes), after the academic day/extramural activity, will be booked into the school Aftercare facility, at a cost of R100.

7. Principles of good conduct for students

- Attend all classes (unless excused well in advance) and arrive on time.
- Come to class prepared to learn.
- Show respect for others, starting with basic civility, courtesy and extending through to acts of kindness.
- Consider the safety, feelings, and general needs of others at all times.
- Tell the truth and act honestly.
- Respect the property of others and that of the school; keep our buildings and campus clean.

8. General manners and courtesies

- Students will show respect for adults by greeting them, boys by docking their caps and all students by standing when adults pass and by being helpful.
- Chewing gum is not permitted at any time.
- Swearing, undermining others and obscene language or material is not permitted.

9. Classroom courtesies and procedures

- Neglect of homework is a serious offence. Work left at home will be considered not done. Zero marks will be awarded for work not handed in on time without a reasonable excuse. Work missed while absent must be caught up as soon as possible.
- It is the student's responsibility to find out what work he/she is required to catch up.
- If homework cannot be completed because of personal circumstances, a note from a parent is expected, addressed to the (Deputy) Principal.
- Students will line up quietly outside a classroom (where relevant) before a lesson and be invited by the teacher to enter.
- Students will wait for the teacher's greeting before sitting.
- If a teacher or visitor enters a classroom or approaches the Student(s) seated outside, the Student(s) will stand and greet the teacher or visitor.
- Students are expected to make an active, positive contribution to lessons. Questions will be answered after a hand is raised and acknowledged by the teacher.
- Students will move about the classroom on a teacher's instruction or after the student's

request is granted.

- At the end of a lesson, students will wait quietly for homework to be given, and to be dismissed by the teacher.
- Students will move quickly and with a due sense of decorum (i.e.: quietly and with dignity) between classes.

10. Absenteeism

- When a student is unable to attend school, a parent or guardian must contact the school reception. Please note that if a cycle test has been missed due to absenteeism, it will be written on the day of return.
- When returning to school, the student must bring an absentee note from a parent, addressed to the Principal. This should be handed to the Homeroom teacher and will be filed.
- A Medical Certificate is required when a student is absent during part of, or all test or examination days.

11. Principles of partnership for parents

It is expected that all school parents will:

- Seek, in selecting an independent school, an optimal match between the needs of their child, their own expectations and the philosophy and programs of the school.
- Recognise that effective partnerships are characterised by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect and a common vision of the goals to be achieved.
- Respect the school's responsibility to do what is best for the entire community, while recognising the needs of their individual students.
- Familiarise themselves with and support the school's policies and procedures.
- Provide a home environment that supports the development of positive learning attitudes and habits that are consistent with those of the school.
- Involve themselves in the life of the school, through volunteerism and other means, to promote the best interest of their child.
- Share with the school any religious, cultural, medical or personal information that the school may need to best serve their child and the school community.
- Seek to resolve problems and secure information through appropriate channels (i.e. teacher / advisor, H.O.D. of school, Deputy Principal, Principal – in that order).
- Treat everyone with respect and maintain an educational, rather than adversarial tone, in the face of the inevitable conflicts and challenges.
- Ensure that all tuition fees are paid timeously according to stipulation as signed in the school contract. This will avoid unnecessary pressure on both the school and the

student.

- Commitment to school functions – attendance or support of major events as specified on the calendar, particularly Academic Parent Meetings.
- Parents will be informed of misconduct via EdAdmin or a note in the diary in accordance with the school Disciplinary Policy.

ANTI BULLYING POLICY

1. Jacaranda Academy strongly opposes bullying. Children have the right to

- Be loved and protected from harm, and the responsibility to show others love and respect.
- Be listened to and taken seriously, and the responsibility to listen to and be supportive of others.
- Be proud of our differences, heritage and beliefs, and the responsibility to respect the differences, origins, and beliefs of others.
- Be happy participating in all activities whether cultural, academic, or sporting, and the responsibility to respect the different interests of others.

2. Jacaranda Academy aims to provide a safe and secure environment where

- Individual differences are appreciated, understood, and accepted.
- Individuals empathise with each other and offer one another support.
- Bullying is reported to the staff and the necessary steps are taken by the staff to eliminate such behaviour.

3. Bullying is an unacceptable form of social interaction, which physically and/or emotionally damages another person. Forms of bullying include

- – kicking, hitting, punching, pushing, slapping, bumping, tripping, damaging PHYSICAL property or taking the possessions of others (stealing), forcing others to give you things or do things they do not wish to do.
- – teasing, mocking, ridiculing, imitating, threatening, name calling, swearing, VERBAL insulting friends, family, beliefs and religion, spreading rumours, 'putting down', unpleasant and/or abusive telephone calls, text messages or online abuse.
- – threatening or dominating a person, ostracising people from PSYCHOLOGICAL games and other activities, ignoring or avoiding people, ganging up on a person, rude gestures, sending unpleasant and/or lewd messages on social media platforms.

All of the above would refer to situations which would be on a continuous or repeated basis and not just singular or once off incidents.

4. If you are bullied you should

- Tell the person to stop and that such behaviour is unacceptable.

- Walk away and join another group of people if possible.
- Report it to a teacher.
- Place a written account of the incident in an envelope and address it to a teacher or the Principal. (Indicate in the letter if you wish to remain anonymous).

5. If you witness someone being bullied you should

- Take it seriously.
- Tell the person to stop and that such behaviour is unacceptable.
- Walk away and join another group of people if possible, while assisting and removing the person being bullied.
- Report it to a teacher.
- Place a written account of the incident in an envelope and address it to a teacher or the Principal. (Indicate if you would like to remain anonymous).

6. Steps to be followed in the case of an incident of bullying

- Cases of bullying will be dealt with initially by the class teacher and be reported to the HOD and then the Principal / Deputy Principal.
- Continued bullying issues will be dealt with by the Principal / Deputy Principal.
- Incidents will be investigated in the strictest confidence.
- All persons involved will be interviewed separately to gain an unbiased opinion, by a hearing from both parties.
- Parents of both parties will be contacted and informed of the incident.
- The following initial disciplinary measures will be taken:
 - The withdrawal of privileges, including the participation in extra-mural activities or any form of socialization where others are, as well as suspension from the classroom.
 - Counselling sessions may be suggested.
 - A disciplinary hearing will be held with a view to full suspension from the school.

CELLPHONE / SMARTWATCH POLICY

We understand the importance of students having the means to contact their family in emergency situations.

the school takes no responsibility for the loss of cellphones / tracker watches.

- The student's cellphone / tracker watch may not be used during the academic day. Phones are collected on a daily basis and locked away for safekeeping until home time. However, if proper permission has been granted by the teacher, (permission will only be granted by the teacher if the request/reason is deemed to be an emergency/matter of

urgency), the student may make use of their cellphone / tracker watch under supervision.

- Students are required to hand in their cellphone / tracker watch for safekeeping during the school Day.
- In the case of an emergency students should report to the office where they may make use of the school telephone.
- Should any student ignore the Policy rule, their cellphone / tracker watch will be confiscated.
- The confiscated cellphone / tracker watch will be placed in an envelope and sent to the office for safekeeping until end of day.
- The student's name, class and date of confiscation must be clearly written on the envelope.
- The student's name, date of confiscation and staff member's name will be filled in on the relevant "Confiscated Cellphone / Tracker Watch" sheet.
- —Legally we cannot confiscate a cellphone / CELLPHONES / TRACKER WATCHES tracker watch beyond school hours. If a student is caught using a cellphone / tracker watch it may be confiscated BUT the parents must collect it after the school day.
- Should the cellphone / tracker watch need to be retained for a longer period of time as evidence in a disciplinary situation, the school must phone the parents and inform them that their child is no longer in the possession of the cellphone / tracker watch.
- If the confiscation is a second offence the cellphone / tracker watch will be kept for one month.
- For a further offence the cellphone / tracker watch will be confiscated for one term.
- In all of the above instances the student's cellphone / tracker watch will only be returned to the parent/s or guardian on signing the cellphone / tracker watch form to acknowledge return of the cellphone / tracker watch.

Any use of cellphones / tracker watches other than in the above circumstances is strictly prohibited!

INFORMATION GROUP POLICY AND GUIDELINES

Whereas Jacaranda Academy ("the school") is a private educational institution that strives at all times to be a leading provider of education on a best-practice basis, and in recognition of the shared responsibility between the school and Parents/Guardians of the students it serves, the guidelines set out below are indicated to regulate participation in any information group established for the dissemination of information concerning a schoolrelated matter or matters.

Any participant found to be wilfully contravening these rules and regulations will, at the sole

discretion of the Group Administrator (whose decision shall be final and binding) be removed from the Group and, should the Directors consider the infringement to be sufficiently serious, such further actions as may be merited in the circumstances will be taken. In the case of a student being the offending party, such student will be disciplined according to the Student Code of Conduct (together with the Student Code of Conduct Appeals Procedure). A school monitor will be appointed to scrutinise all Group activity.

The following are to be considered prohibited:

- Forming a Group without the express, prior written consent of the school
- Comments amounting to hate speech or racial discrimination
- Comments amounting to gender discrimination
- Any other form of narrative amounting to discrimination of any kind
- Comments amounting to deliberate false information or fake news
- Propagation of advertising or the promotion of products or services
- Canvassing of religious topics
- Canvassing of political issues
- Use of inappropriate, vulgar, or insensitive language/terminology
- Use of profanity in any form
- Engaging with another Group member in an aggressive or belligerent manner
- Negative remarks concerning the school, its Directors or employees

The following guidelines ought also to be observed at all times:

- No messaging before 07:00 or after 18:30
- No unnecessary or irrelevant chatter
- Complaints against any member to be privately directed to the Group Administrator

SCHOOL SPORTS SUPPORTERS CODE OF CONDUCT

Jacaranda Academy ("the school") is a relatively youthful institution. Nevertheless, in all that we do we anticipate an enduring and illustrious future, and a proud and respectable history. In particular, the sporting codes at the school are in a nascent stage. However, every sport draws on a rich history, set of rules, and traditions. Common to all is an expectation of good behaviour and a sportsman-like ethos from the players and participants. A healthy regard for one's teammates, and equally one's opponent, is the cornerstone of good sportsmanship, and the school encourages the application of these values both on the field and off the field. Similarly, the school expects a high standard of behaviour from those who attend school sporting events, practices, matches, trials and tournaments, in a spectator role - whether they be held on school grounds or further afield. Every sport benefits from having motivated and enthusiastic supporters, and Jacaranda strongly welcomes the attendance of parents or indeed

any other supporter at its events. However, supporters are expected to subscribe to and embrace the same value system that we demand of our young sportsmen and women, as they are frequently looked upon as role models, and often as mentors.

It is not practicable to explicitly regulate all aspects of supporter conduct as it applies to every sporting discipline nor, arguably, necessary insofar as adult supporters are concerned. However, in order to provide a frame of reference, the school has developed a Supporter Code of Conduct which sets out a non-exhaustive body of guidelines and positive behaviours, as well as mandatory and non-negotiable rules. The school has the right to amend the Supporter Code of Conduct from time-to-time. Supporters are requested to familiarise themselves with these prescripts, and to at all times uphold and abide by them.

Supporters are advised and forewarned that certain behaviours will be regarded by the school as unacceptable. Unacceptable behaviours go to the heart of the contractual relationship entered into between the school and a counterparty, and may result in the school terminating the contractual relationship, or instituting disciplinary or other proceedings against the transgressor.

This Code of Conduct reflects the values and expectations of the school. It does not exclude or replace the rights and obligations of individuals under common law.

Deliberate and/or repeated breaches of this Code of Conduct may result in the exclusion of a parent/guardian from future school events, or in dire circumstances even the termination of the enrolment of their child/ren from the school.

Supporter code of conduct

1. Guidelines and positive behaviours

- Respect and subscribe to the caring ethos and values of the school
- Inculcate an inclusive approach including a non-judgmental and welcoming attitude towards all people – adopt open, positive and honest communication and embrace an empathy and tolerance for the situation of others
- Appreciate that educating your child is a shared responsibility and collaborative process between the school, its teachers, and you as parents/guardians
- Approach school staff first to resolve an issue. Do not “take the law into your own hands”
- Seek to reconcile the perspective of the school with that of the child in order to fully comprehend a potential issue or problem
- Accept that all stakeholders in the school should be treated with courtesy and respect at all times
- Take responsibility for correcting your child’s behaviour in public, if inappropriate, and before it can result in an undesirable or harmful outcome

- Help your child to appreciate that it is more the process that is experienced, rather than the end product, that makes it all worthwhile – that giving of one's best effort is more valuable than comparing one's own achievements with those of others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to the school in a constructive and appropriate fashion
- Cooperate when your child's behaviour has overstepped accepted school standards and follow the specified protocol for communication with staff members
- Value the school community and its reputation especially when engaging with social media – champion the school and its reputation and be mindful of potential hurt or damage social media may cause to staff members and other parents/guardians
- Commit to honouring the sport in conduct and in expression
- Support your child irrespective of their performance – vocalise your support and reinforce your pride in their participation, not in their results
- Be generous with praise and positive recognition
- Be complimentary regarding the team and teammates
- Be gracious and respectful of the opposing team, player, or competitor
- Be a positive role model – demonstrate proper sportsmanship at all times and refrain from negativity
- Enjoy the experience to the fullest – it is your responsibility to watch your child, and other people's children, participate, learn, and have fun
- Do not instruct your child during the game or during breaks – let the coach/es coach
- Should you disagree with an official's call, honour the game and remain silent. Trust that the official's call is in the best interests of the team or individual player
- If another spectator abuses an official, kindly report the matter to the team Manager who will deal with the incident appropriately. Do not confront the perpetrator yourself
- Positively affirm good calls made by an official by commending them to other spectators.
- Be supportive of their decisions and do not undermine their efforts
- Applaud good play by both teams/rival players. Good play deserves to be cheered, and disappointments deserve to be consoled – no matter whose team it affects
- Don't react in the heat of the moment. Reflect and then, if necessary, respond appropriately and conservatively
- After play, be sure to acknowledge and thank the official/s and/or coach/es
- After play, take the time to provide honest but supportive feedback to your child, together with constructive suggestions for improvement, if possible
- After play, when reviewing your child's performance, assume an empathetic position and endeavour to put a positive slant on their performance or contribution. Ask what they

learned from the event, what they enjoyed most and least about it, and what they might do better (or differently) next time

- school players will, where practicable and appropriate, acknowledge spectators following play as a sign of respect

2. Mandatory and non-negotiable rules

- the school adopts and stringently enforces a “zero tolerance” stance toward racism, sexism, or any form of discrimination, religious, cultural or otherwise
- the school adopts and stringently enforces a “zero tolerance” stance towards any form of abuse (verbal, physical, or otherwise) toward an official (whether employed by the school or not). A supporter accused of such behaviour will:
 - be asked to tender a sincere, genuine, and unreserved apology to the official in question
 - be asked to recuse themselves from the event
 - be expected to submit to a disciplinary enquiry and abide by the findings or recommendations of the chairperson thereof
- The decision, finding, or ruling by an official (whether employed by the school or otherwise) is absolute, and is to be regarded as final and binding, irrespective of a supporter’s differing opinion. Officials appointed by the school are instructed to not engage with a supporter where the latter holds a contrary opinion to that of the official
- The making of defamatory, offensive or derogatory statements regarding the school or any of its parents/guardians, staff, or students on Facebook or any other social media platform is strictly disallowed. Any grievance you may have must be directed through the appropriate school channels in order to ensure that it is dealt with fairly, appropriately, and effectively for all concerned
- Refrain from using offensive language, cursing or swearing, profanity, unnecessarily loud language, or displaying any form of temper
- Desist from threatening to do bodily harm to a member of the school staff, a visitor, fellow parent/guardian, or student
- Refrain from damaging or destroying school property
- Under no circumstances may a parent/guardian chastise or admonish someone else’s child. Instead, any complaint regarding the actions of someone else’s child should be brought to the attention of a member of the school’s staff for redress
- To safeguard and promote the cohesiveness and proper functioning of all team sports at the school, an individual team member is not permitted to resign from or abandon a team without first consulting with or advising the relevant manager, coach, or Head of Sports. The decision to leave a team (after the prescribed consultation) may carry certain

sanctions. The failure to observe this necessary courtesy will result in automatic punitive measures being imposed by the school which may include, inter alia, the retraction of sports colours or awards

- Refrain from any behaviour which interferes with, or threatens to interfere with, the proper operation of a sporting event
- Alcohol and the consumption thereof at school sporting events is strictly prohibited, other than where provided by the school for its guests. Should the school provide alcohol for its guests, this will be in a predetermined space well away from the field of play. No alcohol will be permitted at any time on the side of the playing field. Supporters contravening this provision will be requested to recuse themselves from the event. Repeated infringement of this rule will result in further action being taken by the school
- Jacaranda Academy is a SMOKE FREE ZONE
- Whilst not an enforceable provision, the school discourages supporters from smoking within visible proximity of the players during away games and tournaments.
- Parents or supporters may not encroach upon the pre-determined "Technical Area" (the area in which players and officials are seated) of the sport being played
- Parents and supporters are bound by the controls and regulations imposed by the Tournament Director and/or Tournament Officer
- Parents are reminded that they have consented to the Manager and/or coach acting in their stead (in loco parentis) for the duration of the event. In the case of an injury, parents and supporters may not enter the field and must remain clear of the Technical Area. The Manager of the team will be summoned onto the field by the umpire, and the Tournament Director and/or Tournament Officer will communicate with the relevant parents
- Parents are urged to respect and abide by the team selection made by the coach for a given game and not to interfere with that decision
- All decisions regarding the game vest in the coach in consultation, where necessary, with the Manager
- In the instance of golf, although parents and supporters are permitted to walk the course, they are required to remain a minimum of 40m from the golfers at all times
- Ongoing communication between parents and/or supporters and the golfer will result in the offending parent/supporter being requested to leave the course
- Where the school elects to provide a designated vehicle or bus to transport players or teams to an event held off school premises, it is compulsory for logistical and team-building reasons that all participants travel to the event together. Whilst it is preferred

that all participants return to the school following the event in the same manner, it is permitted for a parent/guardian to uplift their own child/ren directly from the event, provided they have furnished the relevant Sports Master in charge with prior written notice of such intention.