



Jacaranda  
Academy

Knowledge. Wisdom. Power

# School Contract

2023 SCHOOL YEAR

between

**Jacaranda Academy**

**EMIS: 700400051**

and

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Parent/Guardian's name

for

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Student's Name

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Start date of the contract

Jacaranda Academy  
37 Van Tonder Avenue, Edenglen, Edenvale, 1609  
Contact: 011 609-6218 | 011 452 3839  
Whatsapp: 063 923 4928  
Email: [Admissions@jacarandaedenglen.co.za](mailto:Admissions@jacarandaedenglen.co.za)  
Website: [Enkoeducation.com/jacaranda](http://Enkoeducation.com/jacaranda)

## Parent/Guardian Information

### Parent/Guardian 1

..... Last Name	..... First Name(s)
..... Relation to student	..... Preferred language
..... Phone number 1	..... Cell Phone number
..... Email address 1	..... Physical address
..... Profession	..... Employer

### Parent/Guardian 2

..... Last Name	..... First Name(s)
..... Relation to student	..... Preferred language
..... Phone number 1	..... Phone number 2
..... Email address	..... Physical address
..... Profession	..... Employer

## Student's Information

### Student 1

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Jacaranda Academy	
Information about special learning needs		
Medical condition ( <i>allergy, diabetes, asthma, other</i> )		
Persons permitted to collect students from school	Names of siblings at the school	

### Student 2

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents

Current school and grade	Grade entering at Jacaranda Academy
Information about special learning needs	
Medical condition ( <i>allergy, diabetes, asthma, other</i> )	
Persons permitted to collect students from school	Names of siblings at the school

### Student's Information

#### Student 3

Last Name	First Name(s)	Gender
Date of entry at school	Date of birth	Birth place
National ID number	First language	Other languages
Nationality 1	Nationality 2	Address if different from parents
Current school and grade	Grade entering at Jacaranda Academy	
Information about special learning needs		
Medical condition ( <i>allergy, diabetes, asthma, other</i> )		
Persons permitted to collect students from school	Names of siblings at the school	

## Parent's statement

Statement	Signature
<b>Vaccination</b> <i>I hereby certify that my child's vaccination record is up-to-date (yellow fever, typhoïde).</i>	
<b>Authorization of medical attention</b> <i>I authorize the school's direction, in case of an emergency, to take any necessary action regarding my child (medical care, hospitalisation, surgical intervention). I confirm having informed Jacaranda Academy of my child's medical condition.</i>	
<b>Authorization for school trips</b> <i>I authorise my child to participate in field trips, outings, curricular and extracurricular activities organised by Jacaranda Academy.</i>	
<b>Parental authorization for the use of digital photos of students</b> <i>I authorize Jacaranda Academy to use photos and digital images of my child in written and digital publications. I am informed that they will only be used in educational material and that the identity of my child will be protected.</i>	

## Payment terms

	<input type="checkbox"/> Termly <input type="checkbox"/> Annually <input type="checkbox"/> Other:
Total amount of annual school fees	Frequency of payments
First and last name of the guardian and email who will receive and settle school fee invoices	

## School Fees payment Policy

### Enrolment and Re-Enrolment Fees

1. A **ZAR 1000** one-time registration fee is payable by all new students in order to confirm their enrollment and save the child's seat at school.
2. There is no re-enrolment fee for existing student.

### School Fees

#### Payment options

Three payment options are available in Jacaranda Academy:

#### 1. Annual Fee payment

Paid in full at enrollment. A 5% discount applies on the total of school fees (non applicable after the first day of school)..

#### 2. Termly Fee payment

- 25% of total school fees paid at enrollment
- 25% of total school fees paid before the beginning of 2nd Term (1 April 2023)
- 25% of total school fees paid before the beginning of 3rd Term (1 July 2023)
- 25% of total school fees paid before the beginning of 3rd Term (1 October 2023)

If this date falls on a weekend, payment must be made on or before the last business day before this date.

#### 3. Monthly payment

- Annual fees paid up in 11 monthly instalments by the 1st of every month. ( November being the last month of payment.
- 1st month installment paid at enrollment
- If this date falls on a weekend, payment must be made on or before the last business day before this date

School fees remain due and payable according to the above deadlines irrespective of the implementation or not of distant / blended learning.

### Enrolments during the academic year

If a student enrolls at any time during the third or fourth term, the family has to pay the annual school fees pro-rated to the months the students is present at school. For the month in which the student arrives at school, the following rule applies:

1. Enrolment between the 1st and the 15th of the month: the entire month is due
2. Enrolment between the 16th and the last day of the month: 50% of the month is due.

### Communication

Communication about school fees will be sent to parents by e-mail, and a printed letter will be handed out to students when possible.

### Invoices

- Parents will receive their invoice 30 days before the payment deadline
- If the payment is not done, a reminder is sent 15 days prior to the deadline
- If the payment is not done, a second reminder is sent 5 days prior to the deadline

### Statement

Parents will receive individual statements and payment reminder at the time of invoicing

## Refunds

1. When applicable development levies, Enrolment and re-enrolment fees are non-refundable
2. Should the Parents wish to terminate the enrolment of a Learner before the start of the new school year for which the enrolment is applicable, the Parents undertake to furnish the Head of school with written notice, and the school will refund the tuition after a written request is made for such.
3. If a student has attended school for any number of days in a given term, fees paid in relation to that term will not be refunded either in part or full.
4. Refunds will be processed within 10 working days from the time a written request has been received.

## Methods of payment

1. Payment must be made by bank transfer, bank deposit or through the Point of Sale system available at the school (when relevant) No Cash payments will be accepted.
2. Parents paying by bank transfer or bank deposit must send the proof of payment to the school. When paying by bank transfer and or bank deposit then the **student's name, surname and grade** must be mentioned. If these details are not mentioned, then any such payment will not be allocated to the correct student and the account is at risk of reflecting as being in arrears.
3. Due to safety concerns for all our staff and students, no cash payments will be allowed.

## Discounts

### Upfront payments discounts

A 5% discount on annual school fees only applies for all upfront payments before 31 December 2022 and 2.5% will apply on annual fees paid in full by 31 January 2023.

### Siblings discounts

1. A sibling discount of 5% on school fees applies to the total fees due by all families with two or more siblings enrolled at school.
2. Sibling discounts are only applicable to children with the same legal guardians.

Upfront payment discounts and siblings' discounts can be accumulated, and the upfront payment discount applies first, the siblings discount being applied to the total of discounted school fees.

## Default Payment

1. Any cheques banked and are subsequently dishonoured will attract a fee of 2.5% of the payment amount and will be levied to all student's accounts.
2. The school is entitled, without prejudice to any of the affected persons rights, to suspend a student's enrolment if the school fee account remains in arrears for 10 days:
  - a. Such suspension will remain in effect until all outstanding fees have been paid. Suspension will be done by adhering to the principles of procedurally fair practice and conduct.
  - b. Suspended students will not be entitled to attend classes nor take examinations, and no grade will be given for any work done during the exclusion.
  - c. Diplomas, transfer documents and academic transcripts will not be released until payment of obligations has been made in full.
3. If the school and or any other fees of any learner is in arrears for more than 30 days of any due date and no arrangement has been made, the case will be handed out to a recovery agent attracting an extra penalty fee.
4. Any outstanding fees from the previous year must be settled before the end of the academic year. If such fees are not settled the student will not be allowed to come back to school. No exceptions will be allowed in this regard.

## Additional Fees

1. The school can require fees not covered by school fees and which require additional payments from the Parents/Guardians/Trusts and or Benefactors of participating students.
2. Some of the additional fees are mandatory (e.g. examination fees, textbooks) and must be communicated by the school prior to enrolment.
3. Optional fees (e.g. canteen, school tours) must be communicated by the school if possible on the initial school fees sheet, or be communicated to parents as and when they occur.
4. In the event of any school and or essential fees being outstanding then the school reserves the right to not allow students to participate in activities not considered part of the formal curriculum.

## Credit checks

The school reserves the right to conduct credit checks on any Parents / Guardians / Trusts and/or Benefactors responsible for payment on any of the students accounts.

## Code of conduct

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 on Parent Handbook)
- 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/Smartwatches MAY NOT BE BROUGHT TO the school.

If used during the academic day, they will be confiscated.

## **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 / trackerwatch 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 school-related 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.

## Parent's statement

<b>School Fee Policy</b>	<b>Signature</b>
I hereby certify having read and agreed to the school's fees payment policy.	

<b>Code of Conduct</b>	<b>Signature</b>
I hereby certify having read and agreed to the school's code of conduct.	