



CONTACTS



0609119420



kebo.sofe@gmail.com

School Code of Conduct

Anthers Kinder | Children families staff and visitors

Our school is a place where children are cared for, respected and helped to learn. This code sets clear expectations for the adults who protect that environment and simple, age-appropriate habits for children. We work together with kindness, dignity and care.

1 Our shared commitments

Respect every person. Use courteous words and actions. Treat children and adults fairly and respect differences in language, culture, beliefs, ability and family circumstances.

Keep children safe. Follow handover procedures, close gates securely and report hazards or concerns to staff immediately.

Care for our school. Use learning materials gently, keep spaces clean and return shared resources after use.

2 Helping children learn positive behaviour

Children are learning self-control, language and social skills. Adults model and teach these habits with patience, adapted to each child's age, development and support needs:

Gentle hands and feet. Keep ourselves and others safe.

Kind words. Ask for help, take turns and practise sharing.

Listening and care. Follow simple safety instructions and care for books, toys and nature.

When a child struggles, staff first make the situation safe, help the child settle, name the feeling and guide a suitable next step. Staff may redirect an activity, offer supported quiet time or help children repair harm. Children remain supervised and are helped to rejoin activities.

Corporal punishment, threats, humiliation, shouting at a child, discriminatory treatment and withholding food, water, rest or toilet access are not acceptable. A child must never be locked away or left unsupervised as punishment.





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Family and staff responsibilities

Safe routines and respectful communication

3 Parents guardians and transport providers

Arrive before 08:30. Morning gates close at 08:30. Allow time for the handover. Inform the school of unavoidable delays and wait with your child for staff assistance. Never leave a child at the gate. Afternoon-programme arrivals and agreed appointments are managed separately by staff.

Use authorised collection. Provide accurate collection permissions and emergency numbers. Tell staff about changes before collection. Collect within your booked programme and follow the current handbook's closing time and late-collection policy.

Support health and learning. Provide the required supplies, share relevant medical or developmental information and discuss concerns early. Hand medicines to staff directly with written instructions.

Communicate respectfully. Raise concerns privately with staff. Threats, abusive language, harassment, intimidation and aggressive confrontations are unacceptable. Do not confront another child or family about an incident.

Protect privacy. Do not photograph, record or share images or personal details of other children without the appropriate permission. Keep sensitive school and family information out of public or group discussions.

4 Staff and visitors

Staff supervise actively, use respectful language, follow school safety and safeguarding procedures, document significant incidents and communicate relevant concerns to parents. Personal information is shared only with people who need it for the child's care or an appropriate safeguarding response.

Visitors report to staff on arrival, follow sign-in and supervision directions, and do not enter learning areas or collect children without authorisation. No person may attend while impaired by alcohol or drugs, bring dangerous items onto the premises, or smoke or vape around children.





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Concerns and acknowledgement

A calm fair response focused on children

5 Responding to concerns

Tell a staff member immediately about injury, unsafe behaviour, suspected harm or an urgent concern. Staff will first protect and supervise children, seek help where necessary, record what happened and notify the relevant parent or guardian when appropriate.

For recurring behaviour concerns, staff and parents meet privately to understand triggers, developmental needs and possible support. Agree a practical support plan with clear steps and a review date. Decisions should be proportionate and based on the individual situation. Children must not be labelled or publicly shamed.

Where an adult's behaviour threatens safety, staff may end the discussion, arrange a later meeting or restrict unsupervised access while a safe handover is arranged. Urgent safeguarding or emergency concerns are referred through the appropriate school and emergency channels.

6 Questions and complaints

Contact Ms Kgalalelo Faith on 060 911 9420 to arrange a private discussion. Explain the concern and the outcome you are seeking. The school will listen, check the relevant facts and explain the next steps. An unresolved concern may be put in writing to the school management at kebo.sofe@gmail.com. Raise concerns in good faith without retaliation or intimidation.

Acknowledgement

I have read this Code of Conduct and agree to support a safe, respectful and caring school environment. I understand the 08:30 morning gate closure and will communicate these expectations to adults who transport or collect my child.

Child name: _____

Parent or guardian name: _____

Parent or guardian signature: _____

School representative: _____

Date: _____

