

PARENT POLICY

Applicability: All parents and guardians of learners enrolled at Hibiscus Schools

1. POLICY PURPOSE

1.1 Hibiscus Schools recognises the importance of a strong partnership between parents and the school.

1.2 This Parent Policy sets out the expectations, responsibilities, and standards of conduct required of parents and guardians in order to support learners, staff, and the wider school community.

2. PARENTAL RESPONSIBILITIES

2.1 Parents and guardians are expected to:

- Ensure that their child attends school regularly and punctually.
 - Provide a supportive and structured learning environment at home.
 - Inform the school of any circumstances that may affect the learner's academic performance, behaviour, or wellbeing.
 - Ensure that learners arrive at school with the required learning materials and in the correct school uniform.
 - Monitor homework, assessments, and academic progress.
 - Attend scheduled parent-teacher meetings, workshops, and school engagements when requested.
 - Support the class teacher in maintaining discipline and appropriate learner behaviour.
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3. COMMUNICATION

3.1 All communication with the school must be conducted respectfully and through the appropriate channels.

3.2 Parents must:

- Direct queries, concerns, or complaints to the relevant teacher, Head of Department, or Head of School.
- Arrange appointments with staff in advance via the school office.
- Allow a reasonable response time (normally up to 48 hours) for replies to emails or messages.
- Ensure that contact details are kept up to date.

- Access official school communication via approved platforms, including email, WhatsApp groups, and the Edana Parent Portal.

3.3 Aggressive behaviour, public criticism of staff, or inappropriate communication will not be tolerated.

4. CODE OF CONDUCT FOR PARENTS

4.1 Parents and guardians are required to:

- Treat all staff, learners, and other parents with dignity, respect, and courtesy.
- Refrain from aggressive, threatening, or inappropriate behaviour on school premises or in communication with staff.
- Not discipline or confront other learners directly. All concerns must be referred to school management.

4.2 Social media posts or communications that defame, misrepresent, or bring the school, its staff, or learners into disrepute are prohibited and may result in disciplinary or legal action.

5. INVOLVEMENT AND PARTICIPATION

5.1 Parents are encouraged to support school events, participate in parent initiatives, and engage constructively with Parent Representatives.

5.2 Any fundraising or external activity involving the school must receive prior written approval from the Head of School.

6. EVENTS, TRIPS, CAMPS AND SCHOOL ACTIVITIES

6.1 Participation in events, excursions, camps or activities requiring payment is conditional upon:

- Submission of all required consent forms by the deadline as stipulated, and
- Full payment by the stipulated deadline.
- This ensures the school has adequate time to prepare for the event and finalize arrangements.
- No refunds will be given for any cancellations.

6.2 Late submissions or payments will not be accepted on the day of the event and may result in the learner being excluded from participation.

7. STAFF CHANGES AND CLASSROOM REASSIGNMENTS

- 7.1 Parents acknowledge that staff changes and reassignments are a normal part of school operations.
- 7.2 The school reserves the right to make staffing decisions in the best interest of learners and operational continuity.
- 7.3 Parents may be informed of staff changes once the transition has been assessed and deemed stable.
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8. SMOKING, ALCOHOL, AND SUBSTANCE USE

- 8.1 Smoking, alcohol consumption, or use of illegal substances is strictly prohibited on school premises and at all school-related events.
- 8.2 Any breach may result in removal from the premises and restriction from future school activities.
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9. SAFETY AND SECURITY

- 9.1 Parents must comply with all safety and security procedures, including visitor sign-in requirements.
- 9.2 Learners must be collected promptly at the end of the school day. Late collections must be communicated in advance.
- 9.3 Only authorised persons may collect learners.
- 9.4 Parents are not permitted to remain on school premises once classes commence without prior approval.
- 9.5 Gate access times, parking rules, and traffic safety requirements must be observed at all times.
- 9.6 The school reserves the right to prevent a learner from leaving the premises if a driver is deemed unfit to operate a vehicle safely.
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10. PERSONAL HYGIENE, UNIFORM, AND BELONGINGS

- 10.1 Learners are expected to maintain a high standard of personal hygiene and grooming.
- 10.2 The correct school uniform must be worn daily, clean and well-maintained.

10.3 All personal belongings must be clearly labelled. The school cannot be held responsible for lost or unlabeled items.

11. ASSESSMENT AND EXAMINATION ATTENDANCE

11.1 Assessment and examination dates are fixed and will not be rescheduled for individual learners.

11.2 Learners absent during an assessment will receive no mark unless:

- Prior approval was granted by the Head of School, or
- A valid medical certificate is submitted within 48 hours.

11.3 The school reserves the right to determine whether a make-up assessment will be granted.

12. RESPONSIBILITY FOR MISSED SCHOOLWORK

12.1 In the event of learner absence, parents are responsible for:

- Notifying the school of the absence,
- Supporting the learner in catching up on missed work, and
- Ensuring outstanding school fees are settled where applicable.

12.2 The school will provide reasonable guidance upon the learner's return but is not obligated to fully remediate extended or fee-related absences.

13. HOLIDAY HOMEWORK

13.1 School holidays are intended for rest and recovery.

13.2 The school is not responsible for preparing individual holiday work packs on request.

13.3 In examination or checkpoint years, teachers may provide revision materials at their discretion.

14. FINANCIAL RESPONSIBILITIES

14.1 School fees must be paid in full and on time in accordance with the school's Fees Policy.

14.2 The school reserves the right to deny entry or suspend attendance where fees are outstanding.

14.3 No refunds will be issued for absenteeism or circumstances beyond the school's control.

15. BREACH OF POLICY

15.1 Failure to comply with this policy may result in:

- Formal warnings
- Restriction from school events
- Denial of access to school premises
- Legal action in serious cases