

Z N A N I Y E

Rules and Student/Parent Code of Conduct 2019-2020

This code of conduct serves to:

- Protect students, parents and guardians, teachers and staff within our school premises
- Ensure Health and Safety measures are adhered to
- Ensure students are able to learn efficiently and to their highest ability
- Ensure we are able to provide a safe and supportive environment, which secures their well being and and very best outcome

This code of conduct will explain what constitutes as 'illegal' behaviour and what might be considered as misconduct. It also describes safe practice and which behaviours should be avoided

There may be times when professional judgements are made in situations not covered by this document. It is expected that in these circumstances staff will always advise their senior colleagues of their justification for any such action already taken or proposed.

Trial Days:

- Parents must bring proof of their trial voucher being paid or delivered (should this be their method of payment) to their trial day
- Payments must be made in advance, along with completion of admissions form to ensure full guardian contact details, health requirements any other necessary details are received
- Parents must have organised their trial day with the team prior to arriving at the school
- No children will be allowed into class unless the administrator of said branch has been made previously aware of their planned attendance
- Parents must sign off with the branch administrator when dropping off their child for a trial day, and sign once again upon collection
- Parents must ensure their child has a packed lunch with them for trial days including water

Parental Conduct: Parents or Guardians...

- Are not able to go upstairs within the buildings post drop off
- Must make sure they have given their most up to date contact details to the administrator in case of the rare event that any issues arise during the day
- Any questions regarding payments, lessons, homework, concerns etc must be made before classes begin. Administrators are on site 10-15 minutes before class time daily to speak to parents or guardians
- Must ensure that their child has a packed lunch with them each week along with water
- Must ensure their child arrives with a pencil case for lessons including a pen and pencil, and coloured pencils
- Late students must be collected by the administrator and taken to class
- If the person collecting your child is differing from the contact details on your application form, the SLT or administrator must be made aware at least 24 hours prior, or on the morning of the session if drop of differs from pick up
- Must make sure their child is properly dressed and prepared for school
- Must inform of planned absence at least 24 hours prior to class
- Must assist the school in any disciplinary issues involving their child
- Must ensure they make the school aware on the application form of their choice in their child being photographed, any changes to this decision must be told to the SLT team as a matter of urgency
- Should a child leave Znaniye, the parent (or child if they are of a suitable age and understanding) must complete a brief leaving form on the experience and reason for leaving
- Requests for **private tuition** by Znaniye teachers **MUST** be placed through the school. Teachers are strictly prohibited from offering private tuition to students of theirs unless it is cooperation with the school

Payments:

- All payments are due within 28 days of receipt of the invoice, a 10% late fee is added to the invoice amount weekly after 28 days
- References must be made on bank transfers to allow the finance team to identify payments swiftly and avoid payment chasing
- If payments are being made my childcare vouchers, the finance team must be made aware prior to transferring funds, including which company you will be using

Student Conduct:

Students are to be treated with respect and dignity. In return, they must demonstrate respect for themselves and for others

- Students must be ready to learn as soon as they walk through the door, arriving with an optimistic and enthusiastic mind
- Use school appropriate language and behaviour at all times while maintaining friendly and courteous behaviour
- Arrive in school appropriate clothing
- Be polite and respectful to everyone including students, teachers, administrators, support staff, and visitors
- Listen to others and respect their opinions
- Be tolerant of others irrespective of their race, gender, sexuality, disability, age or religion
- Follow individual teacher instructions, class rules, and expectations at all times
- Do not become a distraction for others. Give every other student the opportunity to maximise their potential, encourage your fellow students
- School attendance and participation in class are an essential part of the educational process. Regular attendance at school is necessary for student success. Furthermore, it allows students to achieve the maximum possible benefits from their educational experience with Znaniye
- Homework is given by teachers to enable students to progress and advance, its is the students responsibility to take advantage of the education they are being given and complete their homework to the best of their abilities
- Students must refrain from bringing anything to school that may put the safety of others at risk
- Students are expected to uphold the standards of Znaniye when in the proximity of the school, in their lunch time at school and in all events and extra curricular classes. This also includes when walking between classrooms, to the toilet or within our premises
- Mobile phones must not be used during class unless in case of an emergency
- Respect the facilities, books and resources provided to assist you in your studies

Failure to comply to Znaniye's Code of Conduct will result in action being taken, continued failure to adhere to these terms can result in expulsion

Teachers will raise any concerns with parents at their earliest convenience in order to resolve any issues as quickly as possible

Znaniye staff is committed to ensuring the health and safety and appropriate safeguarding of all students, families and staff, copies of these polices, as well as our GDPR and Disability policies and are available on our policies section online at www.znaniye.com

Znaniye are committed to continued improvement and growth, should any parent have any concerns, ideas or thoughts our Senior Leadership Team (SLT) are always ready to listen

FULL NAME _____

CHILD (S) NAME _____

DATE _____

SIGNATURE _____

www.znaniye.com

@ZNANIYEUK

@ZNANIYEUK

Z N A N I Y E

THE RIGHT WAY TO SUCCESS

