

Happy Smurfs Academy

Code of Conduct – Ages 1 to Grade R

KwaZulu-Natal, South Africa

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1. Vision and Mission

At Happy Smurfs Academy, our vision is to create a nurturing and stimulating environment where every child feels valued, safe, and inspired to learn through play. We aim to build strong foundations for lifelong learning by fostering creativity, curiosity, kindness, and confidence in every child.

Our mission is to provide a holistic early childhood education based on the CAPS documents that aligns with the department of education. We believe in developing the whole child—emotionally, socially, physically, and cognitively—through age-appropriate learning experiences and positive guidance.

2. Core Values

- Respect – We treat others with kindness and understanding.
- Responsibility – We take care of ourselves, our belongings, and our environment.
- Honesty – We speak the truth and build trust with others.
- Kindness – We show empathy and help our friends.
- Safety – We keep ourselves and others safe in all activities.
- uBuntu – We believe in caring for one another as part of a community.

3. Preamble

This Code of Conduct outlines the expectations for all children, parents, and staff of Happy Smurfs Academy. It aims to promote a safe, happy, and structured environment where positive behaviour and learning can flourish. The Code supports our school's philosophy of respect, cooperation, and partnership between school and home.

4. Attendance and School Hours

Regular attendance is vital for your child's learning and social development. We request that children arrive on time each day to ensure they can fully participate in the morning routine and daily activities.

- School Hours: Monday to Friday – 7:00am – 17:00pm
- Late Arrivals: Children arriving after class activities have started may miss important parts of the daily program.
- Absence: Parents must notify the school via phone, email, call or WhatsApp if a child will be absent.
- Early Collection: Please inform the teacher or office in advance if your child needs to leave early.

5. Dress Code

Children are expected to wear the Happy Smurfs Academy uniform, which promotes a sense of belonging and pride. All clothing must be comfortable, easy to manage, and suitable for active play.

Uniform items include:

- Happy Smurfs T-shirt
- Shorts
- Golf Shirt for classes RRR - Grade R
- Comfortable shoes or sandals with closed toes
- A sun hat (compulsory for outdoor play)
- Tracksuit OR Jersey for winter

All items must be clearly labelled with your child's name and surname.

6. Behaviour Guidelines

We encourage positive behaviour through rewards, praise, guidance, and example. Our approach to discipline focuses on teaching children self-control, empathy, and cooperation.

Children are encouraged to:

- Use kind words and gentle hands.
- Listen to teachers and follow instructions.
- Share toys and take turns.
- Respect others and their belongings.
- Walk indoors and play safely outdoors.

7. Parental Responsibilities and Communication

Parents are valued partners in their child's education. We ask that parents maintain open communication with teachers and management to support consistent routines and expectations.

- Ensure punctual arrival and collection.
- Notify the school of any changes in contact details or authorised collectors.
- Inform teachers of any home circumstances that may affect the child's behaviour or mood.
- Check the D6 App or message book regularly for updates.
- Keep school fees up to date to ensure continuity of service.

8. Health, Safety & Hygiene

The health and safety of our children are our top priorities. We maintain strict hygiene and supervision standards throughout the day.

- Sick children must stay home to prevent spreading illness.
- Children showing symptoms (fever, vomiting, rash) will be sent home.
- Medication must be clearly labelled and handed to staff with written instructions.
- Teachers conduct regular handwashing and sanitising routines.
- The school environment is kept clean, child-safe, and hazard-free at all times.

9. Disciplinary Approach (Positive Guidance Policy)

We believe discipline is about teaching, not punishment. Our teachers use gentle guidance to help children make better choices and understand their emotions.

Positive guidance techniques include:

- Redirecting attention to appropriate activities.
- Explaining natural consequences.
- Encouraging problem-solving and cooperation.
- Using calm, respectful communication.
- Providing quiet reflection time when necessary.

10. Rights and Responsibilities

Every child at Happy Smurfs Academy has the right to:

- Feel safe, loved, and respected.
- Learn through play and exploration.
- Express themselves in a positive way.
- Receive fair and equal treatment.
- Be guided with patience and understanding.

Every parent has the responsibility to:

- Support the school's policies and values.
- Encourage positive behaviour at home.
- Communicate openly with staff.
- Pay school fees promptly.
- Participate in school events and meetings.

11. Amendments and Enforcement

This Code of Conduct may be reviewed and updated annually to reflect the evolving needs of Happy Smurfs Academy and its community. Parents will be notified of any changes through official school communication channels. By enrolling a child at Happy Smurfs Academy, parents agree to abide by this Code and support its principles.