

**PARADIGM EDUCATION CENTRE
"ADDENDUM TO THE PARENT CONTRACT"**



We (Parent name)

ID No.

(Parent name)

ID No.

The parents of

Hereby acknowledge the contents of this agreement and promise to abide by these rules and understand if we breach any of these rules Paradigm Education Centre reserves the right to cancel all agreements between Parents\Learner and the School, and has the right to request that the Learner be removed from the school and parents will be held responsible for fees, for the full term as this is paid in advance to Switched On for the software. All outstanding fees must be paid before the School will release a transfer document for your Child.

Repeat of Clause 12 (Parent Contract) "PARENTS COMMUNICATIONS WITH HEAD OF THE SCHOOL, TEACHERS and ADMIN.

Parents must set an appointment with school secretary to arrange meeting with Teachers within hours acceptable to the Teacher to discuss any issues they have about their child. Parents failing to follow procedure will be deemed as a breach of this agreement and the School Head reserve the right to cancel this agreement and give notice that the child be removed from the school immediately

THE FOLLOWING PROTOCOLS MUST BE FOLLOWED

1. Parents needing to discuss their Child's Academic work

- a. Send an e-mail to the Teacher
- b. Send a what's-app to the Teacher
- c. Phone the Teacher between 2.30pm – 3.30pm
- d. Phone the office reception 031-5307820 and request that the Teacher call you giving the receptionist details of your contact number and the reason for wanting to talk to the Teacher, this way the Teacher will prepare before calling you to avoid long discussions. Please note when talking to the Teacher keep it to the point as we only allow 5min to a max 10min anything more should be discussed in a meeting with the Teacher
- e. Make an appointment to meet the Teacher – phone the receptionist and ask to set up an appointment, the receptionist will discuss with the Teacher and find a slot available within the timeframe allowed and will contact you setting up the appointment. Please note the slots for meetings are only 30min max. so keep the discussions to the point otherwise you will have to reschedule another meeting.

Initials

Please understand the Teacher has other appointments with parents after your meeting.

- 2. Parents needing to discuss their Childs School Issues other than Academics**
 - a. Send an e-mail to admin@paradigmeducation.co.za WITH ALL YOUR CONCERNS
 - b. Phone Admin 031-5307820 and discuss your issues
- 3. Meeting with the Principal**
 - a. If you have followed protocol and still need to meet with the Principal, then phone the reception 031-5307820 and make an appointment.
 - b. PLEASE DO NOT PHONE THE PRINCIPAL UNLESS IT'S VERY URGENT
- 4. Parents will show respect when talking to ALL STAFF OF PEC (respect is gained by giving respect)**

By our signatures we agree to abide by the above rules and acknowledge if we breach the protocols stated above, we have no recourse against Paradigm Education Centre in immediately expelling our Child\Children.

Thus, done and signed at Phoenix KwaZulu Natal on this Day of 20.....

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Signature of parent

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Signature of parent

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Signature of witness

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Signature of witness