



International  
Virtual School

**PARENT**



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## Terms & Conditions

View Terms & Conditions [here](#)

## Parental Responsibilities

- A parent provides the structure a student needs by establishing and managing the daily routine. Our handy online scheduling tool makes it easy to schedule lessons for each subject and the parent help monitor attendance and ensures that the student attends Cambridge International examinations as required.
- In addition, the parent stays in touch with the student's teachers primarily by Webmail, with phone, messages and online meetings as added communication tools.
- We will provide a 'Termly Parent-Student Consultation Service' when requested/required (online or on-site).
- We will endeavor to assist parents effectively with queries. Students and parents will be kept informed regarding the student's progress through each year and from year to year. Notifications will be sent through various portals of communication.
- Our parents and students will receive a progress report and clear diagnostic assessment feedback and learning strategies on the student's progress twice per annum (online).

## Procedures for Students and Parents With Regards To Honesty During Examinations And Test Materials/ Assessments/Assignments

### Introduction:

An IV student is expected to uphold the values of the school and to represent our school in the most responsible way possible. The ethos of The International Virtual School("IV") is one of nurturing and support so that each student can be the best that he/she can be.

The IV School aims to guide and develop students so that they are ready to contribute effectively to their world in the future. Education is not only the responsibility of the teachers, but also of the students and parents.

The values taught and upheld by the IV school are many, but the following are focused on: Our school motto, “Real world ready” is based upon 6 core values: hard work, honesty, respect, discipline, trust and enthusiasm. These values serve as a compass pointing out what it means to be true to oneself. Honouring these values will guide our students in fulfilling their goals.

The following policies and procedure are in place to guide and support the student and parents:

- All students will be required to honour our school’s values and policies to ensure that the parents and students adhere and honour the Cambridge International procedures and regulations set out in the Cambridge Centre Handbook.
- The IV School Learners & parents code of conduct
- The IV School’s digital user’s policy
- The IV school’s test & examinations procedures
- Policy on plagiarism for written assignments
- Policy on written assignments

If a student conducts him/herself in a dishonest way the following procedures will take place:

Consequences for Dishonesty & Fraud (cheating, falsification of documents, cheating in examinations)

Consequences may take the form of:

- Written or verbal warnings;
- Final warnings;
- Suspensions;
- Expulsion;
- Referral to the SAPS or Interpol;
- Report to Cambridge International – Cambridge International examinations officer
- Or any other action deemed suitable at the time.

## Support

- Counselling is provided for the student.
- Parent involvement (involve parents in joint decision making about support to student): An interview with the parents will be arranged to discuss the matter. Depending on the seriousness of the offence, the Head of centre may issue a verbal or written warning to the student in the presence of the student's parents.

## The Head of Centre's Role:

At this level, the consequences will take a formal approach with the option of suspension, counselling and/or a disciplinary hearing, should this be necessary. The hearing will follow the procedures as determined by the relevant legislation.

## Disciplinary procedures:

In all disciplinary procedures, the IV school will endeavour to be fair, consistent, and impartial and will treat the students with dignity. A disciplinary hearing will be according to a prescribed procedure which is based on the fundamental principles of law: Section 33 of the Bill of Rights, as included in the Constitution (South Africa).

## Report

- Our parents and students will receive a progress report and clear diagnostic assessment feedback and learning strategies on the student's progress twice per annum (online).
- We will provide a 'Termly Parent-Student Consultation Service' when requested/required (online or on-site).
- We will assist parents effectively with queries and complaints.
- Students and parents will be kept informed regarding the student's progress through each year and from year to year.
- Assessment will be done according to the principles and procedures in accordance to the International Virtual School assessment policy.
- Additional skills training and assessments will be added at the discretion of the educators. Based upon these assessments, individual educators will make decisions on which learners may need additional academic support.

## Diagnostic Assessment & Academic Support – Interventions

Early detections of learning difficulties are of the utmost importance. When an educator observes a student having difficulty academically, the following steps will be taken:

- The material will be re-taught in form of extra exercises or worksheets online or requested one on one meetings to see if the learner simply missed a key learning opportunity.
- The above-mentioned children will be discussed at the monthly Phase meeting and the Deputy will be responsible for recording the teachers' concerns.
- An action plan, to be implemented by the subject teacher to assist the student, will be discussed. This will also be noted by the Deputy.
- A referral/thinking solution meeting online with the student's parents will then be arranged if necessary, to discuss the situation, identify the possible causes of the problem, and plan a course of action.
- If no improvement is noticed the parents must be advised to seek professional intervention.
- The subject teacher must implement what is required of her/him and monitor the student.

## Understanding the Commitment

Understanding the role of the parent is key to the success of our virtual school student.

In their association with the IV School, parents are encouraged to:

- provide their children with the necessities of the virtual school;
- support their children in their studies;
- support the efforts and actions of the IV School staff;
- uphold and promote the good name of the IV School.