



Athula Dassana International Buddhist Vihara Dhamma School



Dhamma School Rules, guidelines, and responsibilities

The following guidelines and expectations of the Dhamma school are introduced to maintain consistency and a positive conducive learning environment.

1. Responsibilities of Students:

- Respect and follow instructions of teaching staff.
- Behave in a responsible, polite and courteous manner at all times.
- Engage in the learning and attempt tasks assigned to the best of their ability, including homework.

2. Responsibilities of Parents:

- Parents must ensure children attend school regularly and be punctual. It is the parent's responsibility to inform the Dhamma School of any planned or unplanned absences. All absences must be communicated to either the child's class teacher or the Dhamma School principal before 2:30pm on Saturday. Consecutive uninformed absences exceeding 3 weeks will lead to the child being excluded from the Dhamma School. We also operate a minimum attendance requirement rule. Effective from September 2018, we expect all students' participation to Saturday Dhamma school on regular basis to ensure continuity of the studies in the area of Buddhism, Sinhala and YMBA curriculum. To promote this, we have taken a number of initiatives including preference given to the students with more than 80% school attendance rate in selecting;
 - Children for Dhamma School extra-curricular activities
 - Participation in various functions/events organised by our Dhamma School and by the Athula Dassana International Buddhist Vihara
 - Selection of Dhamma school prefects
- Ensure that your child is suitably dressed;
 - Boys: Jathika Anduma (White).
 - Girls: Lama Sariya (white).
 - Jewellery: Girls should wear simple earrings; any other jewellery is prohibited.
 - Girls' hair should be tied back or worn in plats.

****Children who are unsuitably dressed might not be admitted to the class****

- It is compulsory for children to observe Pansil therefore parents must ensure that children arrive on time; 2:15pm.
- Parents must ensure children bring their textbooks (Buddhism and Sinhala), writing books and pens\pencils to Dhamma School.
- Parents and children are encouraged to participate in Dhamma School activities such as the Vesak Celebrations, monthly Sil programmes, Independence Day Celebrations, New Year festival etc. Our aim is not only to provide a Buddhism and Sinhala education but also to promote our Sri Lankan culture and the rituals, therefore you and your child\children's participation in these activities will greatly benefit and influence your child\children's development.
- Children are not allowed to bring any mobile phones, computer tablets, any type of games and sport equipment to the Dhamma School.
- Parents must attend Parent\Teacher meetings and any other relevant meetings.
- Parents of children with medical conditions must inform the Dhamma School.
- Keeping the Dhamma school informed about any changes to their child/children's health.
- Regularly check the Dhamma School website\webpage to keep up to date with Dhamma School information and developments.
- Dhamma School Fees must be paid in full, on time at the beginning of each term. Your prompt payment will enable us to pay the classroom hire fees to the Lampton School on time.

3. Code of conduct for parents and how to raise concerns:

We are very fortunate to have a supportive and friendly parent body. Our parents recognise that educating children is a process that involves partnership between parents, class teachers and the Dhamma school community. As a partnership, our parents will understand the importance of a good working relationship to equip children with the necessary skills for adulthood. For these reasons we continue to welcome and encourage parents to participate fully in the life of our school. Parents are students' most significant role models. Accordingly, the Dhamma School expects a high standard of personal behaviour from parents when they are attending the School, attending events or communicating with staff. Communication and interaction with staff, other parents are expected to interact civilly with staff at all times. The School takes seriously any issues that are brought to its attention. If parents express their concerns to the Dhamma School, they can expect to be treated with courtesy and respect in order to try and resolve the matter.

Any concerns you may have about the Dhamma School must be made through the appropriate channels, so they can be dealt with fairly, appropriately and effectively for all concerned. If appropriate your first point of contact always should be with your child's class teacher. Please note that we do not expect parents to contact any of our Teaching staff by Telephone. All teaching staffs are available soon after every Dhamma School day, therefore we expect all parents to speak to relevant teacher in person. If the matter is urgent and cannot wait till next Dhamma School day, then parents are requested to contact Venerable Wanduramba Kassapa Thero. For any reason if you are unable to speak to the teacher in person then please put your concern in writing to the relevant teacher, head teacher or Venerable Wanduramba Kassapa Thero. Written and spoken communication should be courteous and respectful. Abusive language, raising your voice, insulting or violent is not appropriate and will not be tolerated and the Dhamma School may feel it is necessary to take appropriate action including ban the offending parents from entering the school.

4. Code of conduct for Teachers:

A teacher is expected to demonstrate consistently high standards of personal and professional conduct.

Core Principles:

- The welfare of students is paramount.
- Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.
- Staff should work and be seen to work in an open and transparent way.
- Staff should discuss and/or take advice promptly from another senior member of staff or head of the school over any incident, which may give rise to concern.
- Staff should treat students fairly, equally and with respect and without discrimination
- Staff should have a sensitive and positive attitude towards differences amongst students and identify and respond appropriately to students who have barriers to their learning, seeking advice where appropriate.
- Staff accept that the data protection policy requires that any staff, student and parent's data, to which they have access, will be kept private and confidential. Such information will not be disclosed to anyone without gaining prior approval from the Head of the Dhamma School

As a parent if you have any concern about a conduct of a teacher please contact Venerable Wanduramba Kassapa Thero immediately.

5. Safeguarding Children

Everyone in the education service plays a part in keeping children and young people safe from harm and abuse. Creating a safe learning environment, identifying pupils who are suffering or at risk of harm and then taking appropriate action, are vital to ensuring children are safe at home and at school.

We ensure that the Dhamma School environment is safe place for Children and ensure that all our teaching staffs don't pose a risk to children. We make certain that all our teaching staffs are fully vetted (criminal records checks; DBS).

A number of Teachers have received formal Child protection and safeguarding training delivered by the National Society for the Prevention of Cruelty to Children (NSPCC). If you have a concern about a child or a young person at Dhamma School, you should immediately contact Venerable Wanduramba Kassapa Thero who is the designated safeguarding lead (020 8581 5477). Our safeguarding policy is available at our website.

6. Communication between Dhamma School and parents

To ensure that there is clear communication between school and home it is extremely important that parents notify school of any changes to their contact details. We regularly update our Dhamma School webpage and is an excellent place for parents to find further information. We also use Social Media – Direct Message services like WhatsApp and email as our preferred mode of communication. If any parent has any objections or require any further information, please contact the Dhamma School principal.

Parental Permissions - Photographs and videos

During the entrance application process, parents are asked to give permission for the use of photographs and videos for various Dhamma School purposes. Parents may change their consent at any time, but they must formally notify the Dhamma School of any changes by sending an email to the admin team. The changes to the consent will take effect on the date a formal request is received.

7. Further information

If you require any further information about any information within this document please do not hesitate to contact either the head of the Dhamma School, Ven Wanduramba Kassapa Thero or Mr Bandara Wannaku, who is the principal of the Dhamma School.

8. Our Contact details:

- Ven Wanduramba Kassapa Thero – 020 8581 5477
- Dhamma School email: admin@addschoool.org
- Website: <https://addschoool.org>