

## **25. PARENT COUNCIL POLICY**

### **Informing Guardians of the School Program Corresponding**

#### **Definition(s):**

Purposes of this policy, parental/guardian engagement covers all aspects of a School's life in which Parents/Guardians should be encouraged to be involved in, taking an active interest in their children's welfare and progress and becoming committed members of the school community through their own participation.

#### **PURPOSE(S):**

To encourage schools to communicate effectively with Parents/Guardians by offering a range of opportunities for Parents/Guardians to contribute to and participate in School life and to achieve the School's vision and mission.

#### **POLICY:**

School developed a policy on parental/guardian engagement in the educational process and provided Parents/Guardians with a handbook that includes information about the School program and policies relevant to students and their Parents/Guardians. School develops and maintains good relationships with Parents/Guardians. School encourage the involvement of Parents/Guardians in School affairs, and determine the areas and roles they play, taking into account the following guidance:

#### **School's Role:**

The School's Principal and staff shall recognise the important role Parents/Guardians play in the student's educational development, and shall therefore:

- Outlines communication and correspondence (in terms of frequency, content, and nature) that School use with Parents/Guardians, using various methods and media, such as School newsletters, telephone calls, SMS, e-mails, letters, Internet portals and meetings

- Encourages teachers to contact Parents/Guardians when necessary to discuss academic or behavioural issues that arise in the classroom or other areas relevant to the School and its activities.
- Outlines communication and reporting mechanisms to inform Parents/Guardians about their children's academic performance, such as holding regular information sessions about the School's curriculum, teaching methodology, assessments, and the Parent/Guardian support of their children's learning at home.
- Outlines opportunities available for Parents/Guardians to visit the School and meet with the Principal, heads of Teaching Faculties and teachers who are involved in their children's education.
- Outlines opportunities available for Parents/Guardians to participate in School activities.
- Informs Parents/Guardians of all relevant School policies and procedures and ensures Parents/Guardians have continuous and easy access to said policies and procedures.
- Keep a record of all communication with and involvement of Parents/Guardians.

### **Parents/Guardians' Role**

School encourages Parents/Guardians to be actively involved in some specific areas, including:

- Attending periodic Parents/Guardians meetings and evenings.
- Participating in extra-curricular activities organised by the School such as scientific, cultural, social, sporting or art events.
- Voluntary participation in School and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events.
- Participating in other School activities such as Parents/Guardians councils.
- Participating in committees formed by the School's Board of Trustees.
- Playing an active role in their children's education in accordance with the School's policy on parental/guardian engagement, including: ensuring their children's punctual attendance at School every day, their

completion of homework assignments, and staying informed of their progress.

### **Parents'/Guardians' Rights**

All Parents/Guardians shall have the right to become familiar with the School's day-to-day life and goals. Schools shall ensure parental/guardian rights are addressed including, but not limited to:

- Protecting their child's privacy in all ways, including protection from the dangers of the Internet.
- Receiving regular reports on students' progress.
- Meeting his or her child's teachers at least twice during the year for the purpose of discussing the child's behaviour and academic performance.
- Visiting a classroom in which their child is attending a lesson at least once during each academic year, after informing the Principal and receiving permission to do so.
- Obtaining information about the placement of their child in a teaching group, and their right to give their written approval of the proposed arrangements.
- Being informed about all School policies that have an impact on Parents/Guardians and their children, such as the student code of conduct, attendance policy and tuition fees.

### **ROLES AND RESPONSIBILITIES:**

School owners and board of trustees will:

- ❖ Monitor School policies and procedures relating to parental/guardian engagement in the educational process.
- ❖ Ensure that the School's policies and procedures for promoting effective parental/guardian engagement are fully compliant with the Council's expectations and requirements as prescribed in this policy and related regulations.

Principals will:

- ❖ Develop, implement and regularly review the School's policies and procedures for promoting effective engagement of Parents/Guardians, and ensure compliance with the

Council's expectations and requirements in relation to effective parental/guardian engagement.

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