



## PARENT INVOLVEMENT POLICY

It is the policy of the school to involve parents in the education of their children.

"Parents want the best for their children. It involves hard work, but it's worth it. Our children deserve the best and we know that everyone can benefit when we parents and school work together."



# Parent Involvement Policy

## **Introduction:**

Al Adhwa Private School promotes parent involvement and work as equal partners in providing quality learning experiences for every student every day. We believe and acknowledge that parent involvement raises the academic achievement level of students. When parents take an active role in educating their children, parents become empowered, teacher's morale improves, and communities grow stronger.

We believe that empowering parents helps us realize our vision to provide a quality education for all students. As a result of this belief, we shall create an environment of supportive and collaborative parent involvement.

## **Purpose:**

To enforce the parental involvement in their child's learning.

To encourage effective mutual communication with parents.

Outline the requirements for parent-school agreement and parent-handbook.

## **The school promotes parental involvement through the following:**

**Communication:** The school uses various media to communicate with parents, including letters, emails, SMS, telephone calls, and MS Teams. This includes routine updates, emergency notifications, and maintaining records of all written communication.

## **Parents Meetings / communication that include:**

- Individual parent-teacher Meeting. For both sides when there a concern about students, an appointment is set where parents and teachers discuss their concern and issues and agree on an action.
- Meetings and orientation sessions at the beginning of the year to meet the leadership team, investigate about the curriculum. They can meet the head of the departments to know more about the curriculum options.
- Parent-Teacher Meeting is conducted each term, where parents meet their teachers to discuss students' progress in all subjects.
- Forums where teachers and head of departments conduct presentations to present about their subjects, expectations, marks distribution...
- Cycle 3 Meetings to discuss equivalency requirements and elective subjects.
- Handbook orientation for parents and students to explain the school handbook including school

rules, code of conduct, communication, times, uniform, Parent contract etc.

- Reports on children progress: a progress report is sent every term to share students' progress with parents including students' academic and non-academic skills.
- Esis Report is sent every term to parents which shows students attainment in all subjects.
- Surveys and questionnaires: the school conduct surveys at the end of the year to collect parents feedback and suggestions. Each year, the administration assesses the needs of parents and students using questionnaires and then adopts a program to meet those needs.

## GENERAL EXPECTATIONS

The school has programs & activities for the involvement of parents. Parental involvement means the participation of parents and meaningful communication involving student academic learning and to include:

(A) that parents play an integral role in assisting their child's learning;

(B) that parents are encouraged to be actively involved in their child's education at school;

(C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;

(D) that they can involve in carrying out of other school activities

## Types of Parent Involvement

Parental involvement may take place either during extracurricular activities and at home (e.g., planned home reading time, informal learning activities, and/or homework assistance). The six types of involvement are:

- **Parenting:** establish home environments to support children as students.
- **Communicating:** school-to-home and home-to-school communications about school programs and children's progress.
- **Volunteering:** organize parent help and support and help during school activities.
- **Learning at Home:** Provide information about how to help students at home with homework and other curriculum-related activities, decisions and planning.

- **Decision-Making:** Include parents in school decisions, develop parent leaders and representatives.
- **Collaborating with Community:** Identify and integrate resources and services from the community to strengthen school programs, family practices and student learning and development.

## **SCHOOL-WIDE PARENT INVOLVEMENT POLICY**

The school will take the following actions to involve parents in the joint development of the school-wide parent involvement plan.

Through the school website and school fb, Newsletter, MS Teams, parents are updated, informed and invited to participate in the activities and also to serve in committees when plans need to be reviewed, updated or implemented.

The school will take the following actions to involve parents in the process of school review and improvement such as:

1. A parent survey will be distributed during the school year.
2. Notice of meetings will be sent through letters, emails, SMS and telephone calls or MS TEAMS
3. Remarks of their child's performance are seen/ heard.
4. School Report Card will be distributed termly with feedbacks.
5. Visit to the school/principal is welcome but prior notice is required.
6. Parent involvement in the school like career guidance and others

The school will provide coordination and other support in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

1. The principal will coordinate activities that help parents monitor their child's progress, provide academic support, welcome parent volunteers and be involved in the school community activities.
2. In the school website, weekly plans are placed.
3. Circulars & letters will keep parents informed about upcoming school activities.
4. Learning resources connected with their lessons will be available for parents in helping their children build upon their Arabic, Math, reading, and language skills at home. These will include homework, home reading reports and others.

5. Encourage parents to enhance the involvement of other parents;

## **Parent Representation**

### **1. Parent Council**

The school has a parent organization. This is usually organized at the beginning of the school year. The SLT works collaboratively with the Parents Council to develop and sustain the organization in the school. The council is represented during school inspections.

A minimum of ten (10) parent representatives selected by the school or requested by the parents represent the Parents Council. Parent representatives shall be responsible for communicating with other parents and for representing parent opinions.

### **2. Staff-Parent Communication**

All communication is provided in English and Arabic.

### **3. Parent-School Agreement**

The school requires all parents or guardians to sign a Parent-School Agreement before enrollment and annually upon re-enrollment. This agreement outlines:

- **Parental Obligations:** Adherence to school policies, support for their child's education, and respect for the school's values.
- **Parent Code of Conduct:** Professional and respectful behavior towards the school community, both in-person and online.
- **Student Code of Conduct:** Commitment to ensuring their child follows the school's behavioral expectations.

This agreement ensures a shared commitment to the student's success and will be reviewed annually.

### **4. Parent Code of Conduct and Handbook**

#### **Parent Code of Conduct**

The school requires parents to follow a Code of Conduct that ensures respectful and professional interactions, in line with ADEK Values and Ethics, and adherence to school policies.

#### **Parent Handbook**

A comprehensive Parent Handbook is provided by the school, available on the website at the start of each academic year. It will include school policies, procedures, and a blank Parent-School Agreement.

### **5. Parent Engagement and Support**

The school provides parents with direct access to their child's teachers and support staff, ensuring regular communication about academic or behavioral issues. We offer guidance on assessment results, next steps for learning, and support for understanding curriculum changes and UAE equivalency requirements. Additionally, we encourage and support home-based learning activities, including for students with additional needs.

## 6. Home/School Partnership

We believe a strong partnership between home and school is essential for students' emotional development, academic progress, and community growth. We encourage parents to actively support their child's learning by:

- Ensuring regular and punctual school attendance.
- Reading with their children regularly.
- Encouraging timely completion and return of homework.
- Supporting the school's rules and expectations.
- Communicating with teachers and admin through the designated Teams and other communication channels.
- Scheduling appointments to meet with teachers or school leadership when needed.

## 7. Parent Engagement and Wellbeing

The school is committed to promoting awareness of our wellbeing strategy and invites parental feedback on their child's wellbeing. We support parent engagement through open days, clear volunteering requirements, and ensure governance with at least one parent representative on the Governing Board and a formal Parent Council or similar committee.

Key Areas of Engagement Include:

- **Healthy Eating and Food Safety:** Encourage healthy eating habits and ensure food safety standards are communicated to parents.
- **Mental Health Awareness:** Promote mental health awareness and provide resources for supporting students' mental well-being.
- **Inclusive Provision for Students:** Support inclusive education practices to accommodate all students' needs.
- **Extracurricular Activities:** Facilitate access to information about extracurricular activities that enhance student development.
- **Digital Practices:** Ensure responsible digital practices and guide parents on digital safety.
- **Sustainable Practices:** Advocate for sustainability in school operations and encourage environmentally friendly practices.
- **Immunization:** Provide information on immunization requirements and track compliance.
- **Provision of Emergency Medical Services:** Ensure parents are informed about emergency medical services available at the school.

- **Weight Limits of School Bags:** Implement and communicate guidelines to manage the weight of school bags for students' health and safety.

## 8. Fees, School Records, and Communication

**Fees and Records:** The school ensures convenient fee payment options and provides clear information on handling non-payment. We obtain parent consent before transferring student records and provide access to school records upon request.

## 9. Inspection Ratings

The school will publish its inspection ratings and reports on the school website. These documents will be readily available to parents, in accordance with the ADEK Quality Assurance Policy.

The SLT with the concerned staff conduct an annual evaluation of the parent involvement. This annual evaluation will include the identification of barriers to greater participation by parents in the activities under this policy.

For Implementation

To be reviewed annually by the Principal and Review Committee.

Ms. AMIRA GAFER GORAISH  
APS Principal

