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# St. Joseph's School

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## PARENT ENGAGEMENT POLICY

**Policy Reference:** SJS/PEP/2025

**Approved By:** School Leadership Team

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**Next Review Date:** 31<sup>ST</sup> March, 2027

### INTRODUCTION

At St. Joseph's School all parents are equally valued as part of our school community. Children benefit most when we work in partnership with their parents. We are therefore committed to communicating with parents to improve our knowledge of the needs of their children.

### PURPOSE

- Set out ADEK's expectations in relation to schools' engagement with parents.
- Define the guidelines for the parent-school agreement and parent handbook.
- The school involves parents in their child's learning journey. This involvement goes beyond academic support to encompass emotional, social, and holistic development. Parents are encouraged to actively participate in activities that support their child's educational goals.
- Promote effective communication between schools and parents and offer opportunities for parents to actively participate in their children's education.

### POLICY

#### 1. Parent-School Agreement

The school shall require all parents to sign a parent-school agreement prior to their child's enrollment in the school and annually upon re-enrollment which shall:

- i. outline the obligations of each party and require parents to accept the full set of school policies.
- ii. shall include a code of conduct for parents when interacting with the school community, and an acknowledgment of the Student Code of Conduct

#### 2. Parent code of conduct

The school collaborates with parents to enhance their child's learning. To promote positive role modelling by parents, the school will mandate parental agreement to adhere to the following code of conduct as a minimum requirement:

- i. Respect the vision, mission, and value statements of the school and its learning environment.
- ii. Interact with all members of the school community, including students, staff (including security guards, cleaners, etc.), and parents, in a professional and respectful manner, prioritizing relationships that benefit the students' best interests.

- iii. Recognize that the education and wellbeing of every child during their time in school is a shared responsibility, built upon a positive relationship between the school and the parent. Both parties commit to their respective responsibilities, including ensuring that children engage in home learning, receive sufficient sleep, consume nutritious foods, and participate in physical activity.
- iv. Demonstrate exemplary speech and behaviour, setting a positive example for others, and show a readiness to address concerns in a professional manner, whether through verbal or written communication. This includes refraining from raising one's voice or using offensive language.
- v. Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media.
- vi. Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any disputes.
- vii. Correct their own child's behaviour (or those in their care), where it could lead to conflict/unsafe conduct or limit the ability of other children to learn.
- viii. Commit to and be respectful of the school's general policies and whilst on school premises and behave and dress in a manner that is respectful of UAE national identity and cultural values and its current legislation.
- ix. Ensure excellent daily attendance and punctuality of their child, refrain from scheduling holidays outside official school breaks, monitor their child's academic performance, and adhere to arrival and pick-up timings.
- x. Adhere to the school's academic integrity policy by monitoring their child's work for plagiarism, avoiding unnecessary assistance, and ensuring authenticity. This also involves refraining from providing false information or excuses for absences.
- xi. Respond to teacher requests to attend parent/teacher meetings as invited and maintain frequent positive communication to benefit their child's growth and steady progress.
- xii. Cooperate with the school's recommendations for additional learning support.
- xiii. Parents may be asked to leave the school premises or denied access if they disrespect or ignore minimum requirements, at the discretion of the school.

### 3. Parent Handbook

The school shall create and enforce a Parent Handbook containing details regarding the institution's programs, policies, and procedures. This handbook shall readily be accessible to parents at the start of each academic year on school website.

School handbook will have the following

- School rules, policies, and procedures relating to admission, enrolment, tuition fees, uniform, daily schedule, attendance and punctuality, behaviour, academics, curriculum, assessment, communication protocols, nutrition, student protection and welfare, and transportation, as per the relevant ADEK policies.
- A blank copy of the parent-school agreement.

### 4. Parent Engagement

The school shall facilitate access to information, staff, resources, and support to encourage parental involvement in their child's education.

➤ **Interaction and Communication with Staff:** The school shall enable courteous, respectful, and professional parent-staff interactions and communication channels.

❖ The school ensures that parents have direct access to their child's teacher(s) for progress

updates. Additionally, parents should have direct access to all staff members involved in planning or providing extra support for their child. Teachers and educators are required to contact parents when necessary to discuss academic or behavioral concerns. Parents are expected to adhere to the school's code of conduct and interact respectfully with staff. The school sends regular reminders of expected staff response times during working hours, along with alternative contact information for emergencies.

#### Student Learning and Progress:

- ❖ The school engages parents in the planning of their child's education when their active engagement is required (e.g., placement decisions, pullout, and push-in support decisions) and obtains consent where required.
  
- ❖ Where external specialist support is provided, the school shall follow up with parents who are expected to monitor the student's progress and periodically update a school-nominated member of staff.

#### Assessment guidance

- ❖ The school collaborates with parents in encouraging students to aim to do their best in internal and external assessments

#### Curriculum Transfer and Equivalency:

The school supports and guides parents considering a curriculum switch, informing them of the potential impact on learning continuity and challenges that may arise. Additionally, the school informs parents about UAE equivalency requirements and require them to sign an undertaking if they choose not to seek equivalency.

➤ **Student Performance Reports:** The School shares student performance reports with parents in digital format and offer opportunities for parents to meet with teachers at least once per term to discuss their child's learning progress.

➤ **Home Learning Support:** The school encourages home-based learning support to promote parent-student interaction in the home environment for all students.

#### ➤ Engaging Parents in Their Child's Wellbeing

1. **Wellbeing:** The school promotes awareness of their wellbeing strategy and associated wellbeing policies to parents.
  
2. The school encourages parents to pack healthy and balanced meals and snacks for their child, using sustainable practices, and inform them of food restrictions.
  
3. The school communicates the Student Mental Health Policy to all parents, including ensuring school counselors and teachers inform parents of any identified counseling needs for their child, requirements related to confidentiality and parental consent, and implications for parents who refuse to give consent.
  
4. **The** School informs parents about their inclusive admissions processes, requests for clinical assessment reports, and any inability to accommodate students if applicable. Additionally,

schools should provide regular progress updates on their child's learning and involve parents in decision-making regarding any modified curriculum pathways that may affect equivalency requirements.

5. The school encourages parents to support their child's participation in extracurricular activities and facilitate this by sharing the ECA calendar and other important details.
6. The school engages parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety. Parents will be made aware of the school's digital policy and student's consent will be taken prior to taking photographs and videos of the students.
7. The school informs parents of its sustainability strategy, policies, and initiatives.
8. Schools shall allow access to Department of Health (DoH)-appointed health providers and facilitate their task of conducting the school-based immunization program for students and their parents in line with DoH guidelines.
9. In case of medical emergency school nurse will inform the the parents of the required intervention.
10. The school shall inform parents, with regular reminders, to adhere to maximum weight limits for students' school bags.

### 3. Parent Involvement and Notification

- a. The school provides opportunities for parents to visit the school and meet the principal, teachers, and other staff through open house etc.
- b. The school encourages parent volunteering and inform them of the requirements from ADEK.
- c. The school actively promotes parent attendance during school events.
- d. The school has a Governing Board that includes at least one parent representative with voting rights.
- e. The school has at least one parent representative per grade/year to serve as a liaison between the teacher(s) and parents.
- f. The school has a PTA which is a liaison between parents and schools and that is responsible for parents' involvement in school.
- g. The schools shall provide support to the parent council (advisory council, social association) and actively partner with it to encourage parent involvement and engagement.
- h. The school enables parents to pay the ADEK-approved school fees in a timely and convenient manner, without charging Value Added Tax (VAT).
- i. The school publishes its inspection rating and report on their website and make these available to parents.
- j. **The** School obtains parental consent before transferring student information to third parties, and they must keep parent details within the school, ensuring they receive copies of any reports on student information submitted to ADEK.
- k. The school shall conduct related orientation sessions to ensure parent awareness regarding student protection.
- l. The school shall share the school calendar with parents once it has been approved by ADEK.
- m. The school informs parents about its bus services and communicate parent obligations and associated information regarding drop of and pick-up protocols and authorized

- persons, parking, use of non-school bus transportation.
- n. ADEK reserves the right to suspend a school's license as part of the escalation procedure. During license suspensions, reinstatements, or cancellations, ADEK shall inform parents once a decision has been finalized. In cases of school suspension or closure, schools shall ensure that they fulfill their legal and contractual commitments, return any undeserved fees, and provide any relevant student reports and transfer certificates.
  - o. Schools shall communicate with parents using various Media (e.g., school newsletters, telephone calls, SMS, e-mails, letters, internet portals, and meetings), and consider the accessibility needs and preferences of parents.
  - p. In emergencies, schools shall have a mass notification system in place to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps)
  - q. Schools shall keep a record of all written communication with parents.

#### 4. Compliance

Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law.

ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

**Approved by:**

*Prestina Rocha*

**Sr.Suranjana**

