

Al Ittihad National Private School Khalifa



Parent Involvement and Communication Policy

AY 2024-2025



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Guardian's Involvement and Family Rights

I. Introduction

At INPS we aim to have clear, effective communication with all parents and the wider community. This reinforces the important role that parents play in supporting the school.

Whilst staff will always seek to establish open and friendly relationships with parents, it is appropriate that relationships are professional, and parents are addressed in a formal manner.

INPS aims to make our written communication as accessible and inclusive as possible

II. Purpose

Educational outcomes for students are enhanced when there are positive relationships between home and school. It is the school's responsibility to promote and facilitate these positive relationships through effective, open and timely communication, ensuring that parents are well-informed about their children's achievements at school as well as School programs, policies, procedures and events.

III. Informing Guardian of the School Program Policy

INPS Abu Dhabi encourages parents' involvement in school and their active participation in the school community through:

- Arrange information and orientation sessions at the beginning of the year and inform parents about the school programs, curriculum, and assessment and provide parents with tools that enable them to support their child's learning at home.
- Offer opportunities for parents to visit the school, meet with the Principal, Vice Principals, Head of Sections and meet their child's teachers:
- The school communicates with parents through letters, telephone calls, SMS Text Messages, E-Mail, Orientation sessions, Meetings, Applications/ Platforms (Schoolology & Seesaw), School Instagram, Report Cards, School Website, Parents' Communication Officer). The school also provided parents with a list of

contact details of all key staff members to facilitate their communication with them.

IV. Parent Communication Officer

- All parents are welcomed to contact the school for any other reason or to inform the school administration about any information related to buses, uniform, or any other issues by sending email to the school official e-mail on: 9091@adek.gov.ae

V. Suggestion box

All stakeholders are invited to fill out a form that is placed on top of the suggestion boxes that are located throughout the school with any concerns, suggestions, complaints, and inquiries. The school takes parents' concerns seriously and addresses them promptly.

As well as INPS is:

- Offer opportunities for parents to participate in school activities such as volunteering opportunities and parents' counsel
- Keep parents updated and inform them with the school policies and guidelines.
- Keep a record of all communication with parents.

VI. Parents' Role

- Attending periodic parents' meetings and evenings.
- Participating in extra-curricular activities organized by the school such as scientific, cultural, social, and sporting or art events after obtaining ADEK approval for them, and other relevant entities.
- Voluntary participation in School and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events after obtaining ADEC approval for them, and other relevant entities
- Participating in other School activities such as Parents councils.

- 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.

VII. Parents’ Rights

Every parent has the right to become familiar with school routines and goals:

- Protecting their child’s privacy in all ways, including protection from the dangers of the Internet.
- Receiving regular reports on students’ progress.
- Meeting their child’s teachers or the academic advisor at least twice during the year for the purpose of discussing the child’s behavior and academic performance.
- Visiting a classroom in which their child is attending a lesson at least once during each academic year, after informing the School’s Principal and receiving permission to do so.
- 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.
- Schools can provide opportunities for parents to obtain information about the placement of their child in a teaching group, and their right to give their written approval of the proposed arrangements, if necessary.
- The parents can attend a class of their choice once a year after informing the School’s Principal and receiving permission to do so, if necessary

VIII. Disclaimer

Disclaimer

This policy was developed by Al Ittihad National Private School - Khalifa. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

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