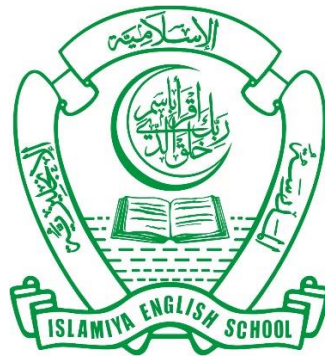


PARENTAL INVOLVEMENT AND ENGAGEMENT POLICY

(Revised in August 2025)



Islamiya English School Abu Dhabi LLC



PARENTAL INVOLVEMENT AND ENGAGEMENT POLICY

At **Islamiya English School**, we believe that children benefit most from education and care when parents and schools work together in partnership.

When we refer to 'parents' we mean both mothers and fathers; these include both natural or birth parents as well as step-parents and parents who do not live with their children, but have contact with them and play a part in their lives. 'Parents' also include foster parents.

Introduction

Parents are the main enablers in improving the quality of education outcomes for their children as they provide the primary support, resources, and social emotional context for their child's development. Parent partnership with schools and teachers is indispensable, and it is crucial that an open and collaborative setting is made available for parents to engage with their child's learning and the school community at large.

This policy sets out the minimum requirement that schools must put in place to ensure that they are engaging their parents, both as the home teacher of their children and as a member of the school community.

Aims of the Policy

1. To enhance and widen our children's education through the involvement of parents and the community.
2. Foster and promote a two-way partnership based on mutual respect between parents, children and all those working within our school.
3. Ensure that **Islamiya English School** provides a culturally appropriate environment that values parents and is sensitive to family needs.
4. Recognize that parents are the most important influence in a child's life and that school is most effective when there is partnership between parents, children and school.
5. We seek to provide helpful communication with parents about how their child is doing.

Policy

1. Parent-School Agreement

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

1. The agreement shall outline the obligations of each party and require parents to accept the full set of school policies.
2. The agreement shall include a code of conduct for parents (see Section 1.2 Parent Code of Conduct) when interacting with the school community, and an acknowledgment of the Student Code of Conduct (see **ADEK Student Behavior Policy**) that parents are expected to ensure their children adhere to. The code of conduct shall be aligned with the **ADEK Values and Ethics Policy, ADEK Digital Policy, Student Behavior Policy, ADEK Inclusion Policy, ADEK Cultural Consideration Policy, and ADEK Student Administrative Affairs Policy.**

Parent Code of Conduct: Schools shall work in partnership with parents to support their child's learning. In encouraging parents to model appropriate behavior, schools shall require parents to agree to the following code of conduct at a minimum:

1. Respect the vision, mission, and value statements of the school and its learning environment.
2. Treat members of the entire school community including students, staff (including security guards, cleaners, etc.), parents, in a professional and respectful manner and maintain relationships in the best interest of students.
3. Acknowledge that the education and wellbeing of each child whilst in school is a joint responsibility based on a positive school-to-home relationship between the school and the parent and that they will commit to their responsibilities (e.g., ensure their children engage in home learning, get adequate sleep, consume healthy foods, engage in physical activity).
4. Set a good example with regard to speech and behavior and a willingness to resolve concerns in a professional manner whether verbal or written (e.g., not raising one's tone of voice or using offensive language).
5. Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the **ADEK Cultural Consideration Policy**.
6. 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.
7. Correct their own child's behavior (or those in their care), where it could lead to conflict/unsafe conduct or limit the ability of other children to learn.
8. 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.
9. Strive to achieve and maintain excellent daily attendance and punctuality of their child, including not taking holidays outside of official school breaks, following up on their child's academic performance, and being respectful of arrival and pick-up timings.
10. Respect the school's policy on academic honesty and integrity (i.e., monitoring their child's schoolwork for plagiarism, refraining from providing unnecessary assistance) to ensure the work accurately reflects the child's ability. This includes refraining from providing false information to the school (i.e., submitting fraudulent documents, and making false excuses for absences).
11. 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.
12. Cooperate with the school's recommendations for additional learning support, in instances where the school deems learning support is necessary for their child's educational progress and development.
13. Should the above minimum requirements be disrespected or ignored, at the discretion of the school, parents may be asked to leave the school premises or be denied access.

2. Parent Engagement

- 2.1 **Engaging Parents in Their Child's Learning:** Schools shall promote parent engagement in the learning and development of their children by facilitating access to information, staff, resources, and support.
1. **Interaction and Communication with Staff:** Schools shall enable courteous, respectful, and professional parent-staff interactions and communication channels.
- a. Schools shall grant parents direct access to their child's teacher(s) to follow up on their child's progress.

3. Parent Handbook

- 3.1 **Requirements:** Schools shall develop and implement a Parent Handbook that includes information about the school's programs, policies, and procedures. The school shall make the handbook available to parents at the beginning of the academic year on the school website. The handbook shall include, at minimum:
1. School rules, policies, and procedures relating to admission, enrollment, tuition fees, uniform, daily schedule, attendance and punctuality, behavior, academics, curriculum, assessment, communication protocols, nutrition, student protection and welfare, and transportation, as per the relevant ADEK policies.
 2. A blank copy of the parent-school agreement.
 - a. Schools shall grant parents direct access to all members of staff who are planning for or providing additional support for their child (e.g., Inclusion Assistant, Counselor, and Social Worker).
 - b. Schools shall ensure teachers and educators contact and notify parents when necessary to discuss any student's academic or behavioral issues, as per the ***ADEK Student Administrative Affairs Policy, ADEK Educational Risk Policy, ADEK Inclusion Policy, and the ADEK Student Behavior Policy.***
 - c. Schools shall emphasize that parents are to abide by the school's code of conduct for parents and interact courteously and respectfully with all staff.
 - d. Schools shall send regular reminders of expected staff response times during the school's working hours, including an alternative contact information for emergencies as per the ***ADEK Student Administrative Affairs Policy.***
 3. **Student Learning and Progress:** Schools shall engage parents in student learning by sharing information on the school's curriculum, their child's expected learning outcomes for the year, and strategies to engage and support their child in their learning process.
 - a. Schools shall equally engage parents in the planning of their child's education when their active engagement is required (e.g., placement decisions, pull-out, and push-in support decisions) and obtain consent where required as per the ***ADEK Curriculum Policy, ADEK In-School Specialist Policy, ADEK Inclusion Policy and the ADEK Student Administrative Affairs Policy.***
 - b. Where external specialist support is provided, schools shall follow up with parents who are expected to monitor the student's progress and periodically update a school-nominated member of staff as per the ***ADEK Student Behavior Policy.***

4. **Assessment Guidance:** Schools shall partner with parents in encouraging students to aim to do their best in internal and external assessments. Schools shall support parents in developing an understanding of their child's assessment results and next steps for learning through direct communications, workshops, and/or training sessions as per the *ADEK Assessment Policy*.
5. **Curriculum Transfer and Equivalency:** Schools shall provide support and guidance to parents who are seeking to switch curricula, ensuring that they are aware of the impact of changing curricula and the potential challenges that may arise from a break in the continuity and progression of learning. Schools shall additionally inform parents of UAE equivalency requirements and require their signing of an undertaking should they choose not to seek equivalency.
6. **Student Performance Reports:** Schools shall share student performance reports with parents in digital format and provide opportunities for parents to meet with teachers at least once every term to discuss their child's learning as per the *ADEK School Performance Reports Policy*.
7. **Home Learning Support:** Schools shall encourage home-based learning support to promote parent-student interaction in the home environment for all students, including students with additional learning needs as per the *ADEK Inclusion Policy*.

3.2 **Engaging Parents in Their Child's Wellbeing:** Schools shall promote parent engagement in promoting and supporting the wellbeing of their children.

1. **Wellbeing:** Schools shall promote awareness of their wellbeing strategy and associated wellbeing policies to parents. Parents shall also be given the opportunity to provide feedback on improving their child's wellbeing at school by partaking in parental wellbeing surveys as per the *ADEK Wellbeing Policy* and the *ADEK Quality Assurance Policy*.
2. **Healthy Eating and Food Safety:** Schools shall encourage parents to pack healthy and balanced meals and snacks for their child, using sustainable practices, and inform them of food restrictions and foods to avoid bringing to school, particularly during events where food is shared. Schools shall inform parents of any food-related concerns for their child on the same day that the concern was noticed and require them to submit information regarding their child's food allergies as per the *ADEK Healthy Eating and Food Safety Policy*.
3. **Mental Health Awareness:** Schools shall communicate their 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. As per the *ADEK Students Mental Health Policy*, schools shall inform parents of the mental health education programs conducted in schools and offer engagement opportunities. Where external support is being provided, parents shall monitor and report progress to the counselor who in turn shall inform the school's Mental Health Committee or Lead, as per the *ADEK Student Mental Health Policy*.
4. **Inclusive Provision for Students:** Schools shall inform parents of their inclusive admissions processes, requests for clinical assessment reports, inability to accommodate students (if applicable), and provide regular progress updates on their child's learning, and engage parents in decision-making related to any modified

curriculum pathways that may affect equivalency requirements. Parents shall be informed of additional fees for support that is not part of the school's standard inclusive provision, referrals for specialized placement, and/or requirements for Individual Assistants or a dedicated Inclusion Assistant as per the *ADEK Inclusion Policy* and the *ADEK In-School Specialist Services Policy*.

5. **Extracurricular Activities (ECAs):** Schools shall encourage parents to support their child's participation in extracurricular activities and facilitate this by sharing the ECA calendar and all other information, documents, and systems to assist them in registering. Schools shall equally encourage parents to volunteer to lead or assist ECAs, as per the *ADEK Extracurricular Activities and Events Policy*.
 6. **Digital Practices:** Schools shall engage parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety, as per the *ADEK Digital Policy*.
 - a. Schools shall communicate to parents responsible digital usage policies for students including what is permitted/ prohibited to do on the school's premises, network, and systems.
 - b. Schools shall only take photographs and/or video recordings of students after obtaining written consent from parents.
 7. **Sustainable Practices:** Schools shall inform parents of its sustainability strategy, policies, and initiatives, and encourage their involvement and contribution as per the *ADEK Sustainability Policy*.
 8. **Immunization:** 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 as per the *ADEK Health and Safety Policy*.
 9. **Provision of Emergency Medical Services:** In the event of an emergency and absence of parental consent, the school nurse shall inform parents of the requirement for intervention and take necessary measures to ensure the student's wellbeing, as per the *ADEK Health and Safety Policy*.
 10. **Weight Limits of School Bags:** Schools shall inform parents, with regular reminders, to adhere to maximum weight limits for students' school bags as per the *ADEK Health and Safety Policy*.
- 3.3 **Parent Involvement and Notification:** Schools shall provide clear guidelines for parent involvement in school activities and ensure that they are notified of crucial information.
1. **Visits to School:** Schools shall provide opportunities for parents to visit the school and meet the Principal, teachers, and other staff. Schools shall conduct at least one open day event per year where parents can visit their child's learning spaces (e.g., classroom, other facilities).
 2. **Volunteering:** Schools shall encourage parent volunteering and inform them of the requirements (e.g., Private Schools Staff Information System (PASS) registration/security clearance, student protection training) as per the *ADEK Employment Policy*, *ADEK Safeguarding Policy*, and the *ADEK Student Protection Policy*. Parents will also need to adhere to the *ADEK Values and Ethics Policy*, *ADEK Cultural Consideration Policy*, *ADEK Professional Code of Ethics*, and *Code of*

Conduct for Education Professionals in General Education when carrying out their volunteering duties.

3. **Participation in School Events:** Schools shall actively promote parent attendance (e.g., as spectators or volunteers) at school events (e.g., UAE's National Day celebration, graduation ceremonies, sports competitions) as per the **ADEK Extracurricular Activities and Events Policy**.
4. **Governance:** Schools shall have a Governing Board that includes at least one parent representative with voting rights, as per the **ADEK Governance Policy**. Parent members are expected to represent the interests of the parent body, and not their own personal interests or the specific interests of their children.
 - a. **Parent representatives:** Schools shall have at least one parent representative per grade/year to serve as a liaison between the teacher(s) and parents.
 - b. **Parent Council:** Schools shall establish a parent committee to represent the parent community in any form the school chooses, such as a high-level parental advisory council (advising the governing board on matters relevant to school strategy and operations), a parent council, or a Parent-Teacher Association (PTA) (liaising between parents and schools and that is responsible for parents' involvement in school). Parents shall also have the opportunity to be involved in the **School National Identity Committee**, as per the **ADEK Governance Policy**.
 - c. **Support to Parent Council:** Schools shall provide support to the parent council (advisory council, social association) and actively partner with it to encourage parent involvement and engagement, as per the **ADEK Governance Policy**. Schools that do not have a parent council shall employ strategies to mobilize parents to form one.
5. **Fees:** Schools shall enable parents to pay the ADEK-approved school fees in a timely and convenient manner, without charging Value Added Tax (VAT). Schools shall ensure parents receive information outlining their response to non-payment or late payment of school fees, as per the **ADEK Fees Policy**.
6. **Inspection Ratings:** Schools shall ensure that they publish their inspection rating and report on their website and make these available to parents, as per the **ADEK Quality Assurance Policy**.
7. **School Records:** In relation to students transferring schools within or outside the UAE, schools shall obtain parent consent before transferring student information to any third party. Schools shall keep parent details within the school and ensure that receive any copy of any reports on student information submitted to ADEK. Schools are also authorized to allow parents to access their child's school records upon request (particularly those such as medical files that cannot be removed from the clinic) as per the **ADEK Records Policy** and the **ADEK Reporting Policy**.
8. **Student Protection:** Schools shall inform parents of their duty of care in the protection of students. Sudden unexplained withdrawal of a student from school may be reported as a maltreatment concern. Schools shall conduct related orientation sessions to ensure parent awareness regarding student protection, in particular, that all members of the school community are mandated reporters as per the **ADEK Student Protection Policy**.

9. **Safeguarding:** Schools shall additionally notify parents of all relevant requirements to safeguard students and the school such as the issuance of permanent access passes, authorizations for unaccompanied Cycle 3 students, arrival/departure notifications, pre-registration of guests for school events, protocols to inform the school of changes to pick-up arrangements, and other requirements as per the **ADEK Safeguarding Policy**.
 10. **School Calendar:** Schools shall share the school calendar with parents once it has been approved by ADEK as per the **ADEK School Calendar and Public Holidays Policy**.
 11. **Transportation:** Schools shall inform parents about its bus services and communicate parent obligations and associated information regarding drop-off and pick-up protocols and authorized persons, parking, use of non-school bus transportation (scooters, bicycles, etc.), consent required, and other requirements as per the **ADEK Transportation Policy**.
 12. **Inclusion:** Schools shall ensure equitable access for parents of students with additional learning needs and parents who are people of determination to be involved in the above, as per the **ADEK Inclusion Policy**.
 13. **Informing Parents of School Suspension/ Closure:** 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, as per the **ADEK Compliance Policy**, **ADEK Licensing Policy**, **ADEK Records Policy**, and the **ADEK Student Administrative Affairs Policy**.
- 3.4 **Means of Communication:** Schools shall communicate with parents using:
1. **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 as per **the ADEK Digital Policy**.
 2. 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), as per **the ADEK Health and Safety Policy**.
 3. Schools shall keep a record of all written communication with parents, as per the **ADEK Records Policy**.

Parental Involvement in school and the children's learning

- We are committed to ongoing dialogue to improve our knowledge of the needs of children and to support families.
- Principal, Vice-Principals, Headmaster/ Headmistress and teachers are around in the morning and after school to see parents. Parents can make an appointment to see the Principal, Vice-Principals, Headmaster or Headmistress.
- ISPA meetings with parents are held on regular basis and parents are involved in decision making.
- We encourage and support parents to play an active part in the governance and Management of the school. We have parent council, **ISPA** which represent the views of the parents.

- We welcome parents into school to help with trips, reading, spelling or sharing their skills in the classroom.
- Through regular circulars, notes in the diary, newsletters, social networking sites, WhatsApp, SMS, Phone calls and other mailings we keep parents informed.
- We inform parents on a regular basis about their child's progress
- We have PTMs to meet parents outside of these times if necessary.
- We organize competitions for parents and encourage them to participate.
- We seek the parents' views through regular meetings, surveys etc and strive to make things better for the children.
- We hold parent orientation programmes and awareness campaigns.
- We ensure all parents have access to their child's written records.
- Report on each child's academic and personal development is made available at regular intervals.
- Parents can phone school or communicate through their child's diary.

Consultation

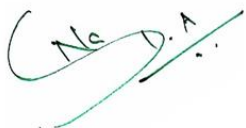
- The school makes every effort to consult parents, both formally and informally, about their views on school life, children's learning and new initiatives.
- Parents of a child with a disability are asked to keep the school fully informed about any relevant issues, so that the school can make all reasonable efforts to meet the requirements of that child.
- The school values regular feedback, and makes every effort to act on parents' views, wherever possible.
- Teachers (including the MLT & SLT team) can be approached informally before and after school, and will always take careful account of any information forwarded to them.
- Periodically the school seeks parental views more formally, through an annual survey, or a questionnaire on a particular theme.
- This policy is reviewed regularly

By working in close partnership with Parents we nurture the development of trust, respect, confidence, independence, self - esteem and the desire to learn. We provide quality learning experiences with the expectation that all have the opportunity to achieve their full potential.

Policy Review

This policy is to be reviewed and checked annually by the SLT.

This policy is also approved by the governing bodies

Draft Date:	03/07/25
Approved By Board of Governors:	Approved
Principal Approval:	
Review Date:	22/08/25

The End.