



POLICY NO. 56

PARENT INVOLVEMENT

(Revised in July 2017)

**Islamiya English School
Abu Dhabi, UAE**



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Abu Dhabi L.L.C.

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PARENT INVOLVEMENT **Policy No. 56**

The parent is the child's first teacher and even after entering school, the continued involvement of the parent is critical to the success of the child while in school. In order to accomplish this goal all parents will be given the opportunity to participate in the education of their children.

Visitation Policy:

Building Visitation: Upon the building, please stop in the office and secure a visitor's pass. Parent Visitation – the administration wish to support home/school cooperation. In order to make your visit to school more profitable to you and to us, we ask:

1. Please schedule your visit in advance. A phone call to the office will alert all staff of your presence.
2. If you desire a conference with a teacher, make an appointment through the office. Classes will not be interrupted for this purpose.
3. All visitors must register in the office and obtain a Visitor's ID.

Parent Involvement Policy:

Statement of Purpose: Islamiya English School is dedicated to providing quality education for every student. To accomplish this objective, we will develop and maintain strong partnerships with parents. Parents and teachers working as partners increase student achievement and develop positive attitudes about self and school.

School shall encourage parents to take on 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.*

School shall encourage parents to participate in other School activities such as Parents/Guardians councils and committees formed by the School's Board of Trustees.

Teachers will keep parents informed of grade level learning objectives. All students will be expected to work toward mastering these objectives. Our school recognizes the fact that some students will need extra assistance to achieve their full potential. The extra assistance is available to students through the extra classes programme.

School shall make opportunities available for parents to meet his or her child's teachers or *academic advisor* at least twice during the year for the purpose of discussing the child's behaviour and academic performance.

School shall make opportunities available for parents to visit 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, *if necessary.*

School shall make opportunities available 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.*



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Students will be given every opportunity for success through the development and enhancement of the home/school partnership.

- School shall inform parents 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.

School shall periodically and regularly provide Parents/Guardians with information on their children's education, progress, behaviour, etc.

Copies of the Parent Involvement Policy will be distributed.

Many types of parental involvement are needed in a home-school partnership that will help all our children to succeed. Parent involvement opportunities include:

1. Supporting their child/children's learning at home.
2. Volunteering in the classroom (must possess appropriate clearances)
3. Parent/Teacher conferences throughout the year.

Matching programs to the Needs of our Parents and Students:

Parent and student needs will be assessed through questionnaires and parental suggestions as well as a variety of other measures targeted at creating a successful school environment. Workshops and programs will be tailored to meet the unique needs of our students and parents. Parents will be informed of involvement activities through the school office. The school will welcome and promote parent suggestions. Staff/Parent Communication Parents will be welcomed through various avenues of communication throughout the school year. Newsletters, conferences, personal contacts, and written notices will be utilized to establish and maintain an open line of communication. Staff members will be trained in positive communication activities as well as effective ways to work with parents.

Extra Classes:

The program is designed to help each student reach international academic standards. In order to achieve this, the home and school must be willing to recognize and agree upon the responsibilities of each party in the learning process.

Stakeholders Responsibilities:

Student Responsibilities:

- Read the Code of Conduct and related policies
- Attend school regularly and on time
- Complete and return homework assignments
- Read every day at home
- Respect the rights of others to learn without distraction and disruption
- Accept responsibility for own actions
- Make an effort to do best work
- Respect the cultural differences of other students, their families and staff
- Work to resolve conflicts in positive non-violent ways
- Comply with school rules at all times and during off campus school functions
- Deliver all reports and notices sent by the school to parent/guardian



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Parent Responsibilities:

- Assure my child gets to school on time and attends regularly
- Provide adequate rest, food, and medical attention for my child
- Monitor the completion of homework by establishing a time for homework, reviewing it regularly, providing a well-lighted and quiet place for study, encouraging my child's efforts and being available for questions
- Monitor television watching & children restricted websites
- Encourage positive use of extracurricular time
- Encourage my child to read for about 30 minutes each day at home
- Participate in school activities on a regular basis
- Communicate with school staff regarding my child's needs and circumstances
- Stay aware of what my child is learning and his/her progress in school
- Be aware of and follow rules and regulations of the school. Encourage my child to follow the rules and regulations of the school
- Support the school in its efforts to maintain proper discipline
- Update contact information to maintain communication with the school

Teacher Responsibilities:

- Maintain and foster high standards of academic achievement and positive behaviour
- Serve as a positive role model
- Respect the cultural differences of students, their families, and other staff.
- Assist the administration in facilitating and implementing the Extra Class Programme.
- Provide a safe, caring and pleasant environment that promotes active learning
- Explain assignments clearly and provide homework that supports the curriculum
- Help students learn how to resolve conflicts in an appropriate and positive manner
- Advise parents of their student's progress on a regular basis
- Be readily accessible to parents and provide opportunities for parents to meet with them on a regular basis to discuss their student's progress opportunities for parents to meet with them on a regular basis to discuss their student's progress and to participate as appropriate in the decisions relating to their student's education
- Demonstrate exemplary attendance as a model for the students
- Provide necessary assistance to parents so that they can help with the assignments
- Continue efforts to develop professionally

Principal Responsibilities:

- Inform parents about the goals and purposes of programmes at the school, the curriculum used in the programs, the academic assessments used to measure student progress, and the proficiency levels students are expected to meet
- Involve parents in the planning, review and improvement of any programme at the school.
- Provide assistance to parents, as appropriate, in understanding such topics as the achievement standards, academic assessments, how to monitor their student's academic progress and how to work with school staff to improve the achievement of the student.
- Provide materials and training to help parents work with their student to improve the student's achievement, such as literacy training and using technology as appropriate, to foster parent involvement.
- Ensure that all information related to school and parent programme, meetings and other activities is sent to parents in a clear and understandable format.

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