



# Parental Involvement Policy

Final Version

At Amity International School (AIS) we believe in building a strong community where parents have many opportunities to be involved with the school. All parents and carers are equally valued as part of our school community. Children benefit most when we work in partnership with their parents or carers, and their wider family. We are therefore committed to ongoing dialogue with parents, and carers, to improve our knowledge of the needs of their children and to support their families. Language is not a barrier – we are a diverse community and welcome everybody's contributions and ideas!

### **Aims**

The school aims through Parental involvement:

- To support parents, and carers, as their children's first and most important educators.
- To encourage parents and carers to be involved in the life of the school and their child's learning.
- To enhance the learning experiences of all students.
- To provide a partnership between home and school, ensuring that families feel supported, welcome and valued.
- To ensure that maximum use is made of all these adults' skills to enrich learning opportunities.

### **Involvement in the life of the school**

- AIS is open to parents and carers throughout the school day but it is always preferable to make an appointment if you wish to meet with a member of staff.
- Families are invited to events, activities and celebrations that are organised by the school or the parents. These occasions provide an opportunity to watch special assemblies and celebrate student success. Wherever possible, we encourage a 'hands on' interactive approach to parents sharing activities with students.
- AIS works in partnership with parents and carers towards setting mutually realistic expectations. Each class has a Parents Representative,(Appendix 1) who attends regular meetings with the Class teacher to share views and ideas and discuss school issues
- We encourage Parents to view information on the school website
- We will encourage and support parents to play an active part in the school through our Friends of Amity association starting in 2016.
- Weekly newsletters are sent to ensure parents and carers are kept up to date with school news and the curriculum
- Each family receives a copy of the school prospectus when their child starts at the school
- We have a Parent Relation Executive (PRE) who is a direct link between AIS and parents. She is available throughout the day to discuss concerns, queries and suggestions. She can be emailed on [pre@amityabudhabi.ae](mailto:pre@amityabudhabi.ae).

### **Involvement in children's learning**

- Parents and carers are encouraged to talk with teachers before and after school, on an informal basis, to share brief information. Where more time is required, parents and carers can make appointments to see a teacher, the PRE, SEN teacher or specialist teachers.
- Appointments are arranged by the school receptionists
- Parents and carers are encouraged to take advantage of the opportunity to have a formal discussion with their child's teacher during parent consultations, which take place in the Autumn and Spring terms. Teachers value these opportunities to celebrate successes, review learning targets and listen to parental views and concerns. School reports are given at these meetings.
- AIS holds Parent Information Meetings for all students. This is to give parents an overview of the teaching and learning that the students of each age group will be covering.
- Weekly newsletters are sent home to provide a snapshot of what the children have been learning that week and what they will be learning in the week ahead. Termly newsletters are sent home to outline in more detail what will be learnt across the upcoming term.
- An annual report on each child's academic and personal development is provided to parents and carers each Summer term. An acknowledgement slip is attached, and parents are welcome to request a meeting with the teacher if they wish to discuss the contents of the report.
- Assessments as well as records of progress and achievement are also available, as appropriate, to parents.
- Class Dojo allows parents to access news and pictures of their children's school activities and to message the class teacher.
- Parents are strongly encouraged to email the class teacher with any questions, comments and concerns and to email the school receptionists and PRE with absence and student medical and holiday information.

### **Types of help at school**

- Each year, we encourage parents and carers to help in school with groups and activities in a class (e.g. listening to children read, or helping with practical activities) other than their child's class.
- Parents and carers are encouraged, where possible, to visit classes and groups of children to give talks or demonstrations on areas of interest in which they are experts.
- ADEC approval is sought for all of the above parental activities.

There are 3 main ways to help at AIS:

### **Friends of Amity**

The aim of Friends of Amity will be to foster positive relationships between families and the school whilst supporting and enriching the learning experiences of our students. Friends of Amity will give you the opportunity to become involved in the wider school community. For example:

- Fund-raising
- Coffee mornings
- Supporting theme days such as World Book Day, International Day
- Developing the parent community

### **Class Representatives**

Being a parent liaison is an important and rewarding role. They provide a link between class teachers and the parents. Their role includes:

- Organising volunteers for educational visits
- Coordinating class events such as out of school play dates
- Welcoming new families to the class
- Sending out reminders from the class teacher
- Attending monthly meetings

### **Heritage committee**

At Amity we are committed to preserving and sharing the UAE culture and heritage. We have a committee made up of teachers that are responsible for ensuring the local culture is represented in school, through displays, theme days (e.g. National Day) and educating the children. We would be delighted with any offers of support from local families or those that have a deep knowledge of the UAE to help enrich our school.

### **Organisational arrangements**

- For legislative reasons, it is necessary to organise a personal background check on any person who will be working with children in school, prior to that person's involvement. This includes seeking ADEC approval.
- For security reasons all helpers are asked to sign in and sign out of school when visiting.
- To ensure helpers maximise their contribution to the children's learning, they are asked to check the purpose and details of any activity, before commencement, by talking with the teacher.
- All helpers are asked to inform the school, in advance if possible, should they be unable to attend school at a prearranged time.
- All helpers should be mindful of the confidential nature of their work in school.

### **Consultation**

- Our home-school agreement, signed by students, parents and the school, details the responsibilities and expectations of all parties. (See Appendix 2)
- AIS will make every effort to consult parents and carers, both formally and informally, about their views on school life, children's learning and new initiatives.
- Parents or carers of a child with a disability are encouraged to keep the school fully informed about any relevant issues, so that the school can make all reasonable efforts/adjustments to meet the requirements of their child.
- The school values regular feedback, and will make every effort to act on Parents' and carers' views, wherever possible.
- Teachers can be approached informally before and after school, and will always take careful account of any information forwarded to them.
- Periodically the school will seek parental views more formally, through an annual survey, or a questionnaire on a particular theme.
- After an inspection parents and carers will receive a copy of the report and given information via newsletters.
- Each class has up to two Parents Representatives who attend regular meetings with the Class teacher and school leadership to share views and ideas and discuss school issues.

### **Monitoring and review**

School leadership and PRE will monitor the implementation of this policy, and it will be reviewed on a regular basis.

Appendix 1:

## **Amity International School Role Description – Class Representative**

### **Purpose of your job**

To represent the parents of the class you are assigned to. This will include communicating views, questions and proposals at class representative meetings twice a term and supporting events and new initiatives as required. To promote links within school community and beyond.

### **Ethos**

A class representative will work in the school community as a support and communicator for parents in their assigned class. They will provide a link between parents and the school.

Parents are encouraged to share information or issues with the school staff as soon as is possible.

### **Area of Responsibility**

1. To attend meetings once/twice termly.
2. To contact the office 48 hours before meeting with agenda items.
3. To discuss issues at the meeting in a professional manner.
4. Contribute items for our newsletter, updating parents with information.
5. To promote procedures, policies and the ethos of the school.
6. To adhere to any decisions taken by the Principal.
7. To share any issues raised of a confidential or personal nature with the Class Teacher / SLT confidentially.
8. To support and co-ordinate school functions, e.g. Parent coffee Mornings / Summer Fair / School Museum.
9. To encourage parents with concerts to contract the school directly.

## Appendix 2:

### **Home-school agreement**

#### **Objective**

Parents and carers are a child's first educators. They are the adults who have taught their children how to walk, talk, dress themselves and ride a bike. At Amity International School we believe that children will learn best if parents know, understand and are in agreement with the aims of the school. This agreement is to help the school and parents to work in partnership in order to support the children's learning.

#### **Parents - I/We will:**

1. Make sure my child arrives at school before 8.00am, having had a good nights sleep, eaten an appropriate substantial breakfast and is properly attired in correct school uniform.
2. Make sure my child is collected on time.
3. Let the school know about any concerns or problems that might affect my child's work or behaviour.
4. Inform the school if my child is absent, ill or needs to be collected early.
5. Support the school's policies and guidelines for behaviour: Our Golden Rules.
6. Attend Parent Teacher Consultations, as well as other meetings about my child's progress.
7. Inform school of changes to parents/carers emergency contact details and email addresses.

#### **The School will:**

1. Encourage your child to do their best at school.
2. Inform you of your child's progress at regular meetings.
3. Keep you informed about what teachers aim to teach the children each term.
4. Send home regular homework.
5. Invite you to parent information meetings, special events, coffee mornings and sports days.
6. Keep you informed about school activities through regular emails, letters, newsletters and notices about special events.
7. Call you if your child is unwell or has had an accident.
8. Contact you as soon as concerns are raised about your child's work, behaviour, attendance or punctuality.

**Student - I will:**

- Respect other children’s culture, race, feelings, beliefs and values.
- Accept responsibility for the things that I do.
- Be responsible for my school and homework.
- Ask for help if I need it and try my best in all that do.
- Ensure that I take home all school letters.
- Follow the school’s Golden Rules.
- Be kind and speak politely to everyone in school.
- Take good care of the building, equipment and school grounds.
- Behave in a safe way.
- Be helpful.
- Tell a member of staff if I am worried or unhappy.

**Together we will:**

1. Support your child’s learning to help them achieve their best
2. Encourage your child to adhere to the school rules
3. Work to support any special needs of your child
4. Ensure that we all take care of the school environment and equipment

Name of Child:

Class:

Signature of child:

Date:

Parent signature:

Date:

Principal:

Date: April 2016