

## PARENTAL INVOLVEMENT POLICY

### AMITY MISSION STATEMENT

It is our mission to create an engaging and challenging learning environment where students are encouraged to excel intellectually, academically and socially. We nurture our students' natural desires to learn with a personalised educational programme, project-based learning and guided enquiry. These promote the development of independent thinking, critical analysis, emotional intelligence and essential communication skills.

Amity International School aims to serve all its pupils by preparing a diverse range of courses, programmes, resources and facilities that serve pupils' individual talents and interests, and help them secure the best chance of success and happiness in both their professional and personal lives.

### RATIONALE

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!

In this policy, the term Parent is used collectively represent parents and primary caregivers.

## AIMS

Through parental involvement the school aims to:

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

## PRACTICE AND PROCEDURE

### Involvement in the life of the school

- We have an open-door policy. However, it is always preferable to make an appointment if you wish to meet with a particular member of staff, especially if they teach. We cannot guarantee an individual staff will be available.
- Parents are invited to events, workshops, 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 families towards setting mutually realistic expectations. Parent Representative (Appendix 1) attend meetings with the Head of School, or their representatives, once every term, to share views and ideas and discuss school issues.
- We encourage Primary School Parents to view information shared on the Child Dojo App and to regularly check their email.
- We encourage parents to play an active part in the wider life of the school through our Friends of Amity association, which started in 2016.
- Weekly newsletters are sent to ensure parents are kept up to date with school news and the curriculum.

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Maintained by: Vice Principal

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- When a child starts at the school, each family receives a copy of the parent hand book and invitations to join our communication platforms to keep up to date with school news.
- Primary School Parents are encouraged to check in with teachers before and after school, on an informal basis, to share brief information, for e.g., such as forgotten items, any behaviour that the teacher has noticed, or to ask for a meeting.
- Where more time is required, parents can make appointments to see a teacher, SEN teacher or specialist teachers. Appointments are arranged by the school receptionists or directly emailing the teachers/specialists.
- Parents are encouraged to take advantage of the opportunity to have a formal discussion with their child’s teacher during Parent-Teacher Consultations (PTCs), which take place in the Autumn and Spring terms. School reports are also shared regularly.
- AIS holds Parent Information Meetings for different year groups. This is to give parents an overview of the teaching and learning that the students will be covering.
- An annual report on each child’s academic and personal development is completed at the end Summer Term. Parents are welcome to request a meeting with a teacher if they wish to discuss the contents of the report.
- Parents are strongly encouraged to email the class teacher or specialists with any questions, comments and concerns and to email the school receptionists with absence and student medical and holiday information. In line with the “Complaints and Concern Policy”, the Leadership Team will not respond until parents have first communicated with the individual staff member.

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

There are 5 main ways for parents to engage in the wider life of the school –

1. Volunteers
2. Parent Representative
3. Friends of Amity
4. National Identity Committee
5. Parent Governor (Please refer to the Governor Policy)

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## 1. Volunteers

- a. Parents can volunteer in school with groups and activities (e.g. listening to children read or helping with practical activities) in a class other than their own child's class.
- b. Visiting classes and groups of children to give talks or demonstrations on areas of interest in which they are experts.
- c. Offering work experience placement.
- d. ADEK approval is sought for all of the above parental activities.

## 2. Parent Representative

Parent Representatives, chosen by the school provide a link between class teachers and the parents. Their role includes

- a. Welcoming new families to the Year Group
- b. Attending meetings with the Head of School once a term

## 3. Friends of Amity

The aim of Friends of Amity is to foster positive relationships between families and the school, whilst supporting and enriching the learning experiences of our students. Friends of Amity gives parents the opportunity to become involved in the wider school community. For example:

- a. Supporting theme days such as World Book Day, National Day, International Day.
- b. Offering classes or courses to parents
- c. Developing the parent community
- d. Coffee Morning and Workshops

## 4. National Identity Committee

At Amity we are committed to preserving and sharing the UAE culture and heritage. The National Identity Committee will consist of parent representatives, staff, and teachers who will be responsible for ensuring the local culture is represented in school, through displays, theme days (e.g. National Day) and educating the children. We always welcome any offers of support from local families or those that have a deep knowledge of the UAE to help enrich our school.

## 5. Parent Governor

Please refer to the Governor Policy

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### **Organisational Arrangements**

1. 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.
2. For security reasons all volunteers and representatives are asked to sign in and sign out of school when visiting.
3. To ensure, we maximise the valuable support of any volunteers, the purpose and details of any activity will be shared by the staff member in charge before the commencement of the activity.
4. Volunteers are asked to inform the school, in advance, should they be unable to fulfill any agreed commitments
5. All volunteers are required to be mindful of the confidential nature of their work in school, and respect the cultural expectations of the UAE.

### **Consultation**

1. Our Home-School Agreement, signed by students, parents and the school, details the responsibilities and expectations of all parties. (See Appendix 2)
2. AIS will make efforts to consult parents and carers, both formally and informally, about their views on school life, children's learning and new initiatives.
3. Parents of a child with additional needs 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.
4. The school values feedback from families and has created multiple formal and informal opportunities for this to occur. We see this as partnership, and take on board parents' views.
5. Periodically the school will seek parental views more formally, through an annual survey, or a questionnaire on a particular theme.
6. Assigned Parent Representative will communicate with the relevant Head of School.

## **Appendix 1 : Role of Class Representative (Voluntary)**

### 1. Purpose of your job

To represent the parents of the class/ year you are assigned to in formalised meetings. This will include communicating views, questions and proposals at parent representative meeting once a term and supporting events and new initiatives as required. To promote links within the school community and beyond. The parent representatives should never replace direct contact between individual parent and school.

### 2. Ethos

A class representative's role in the school community is to support and be the key communicator in their class/year. They provide a supplementary communication link between parents and the school. They are encouraged to share information or issues with the school staff as soon as is possible.

### 3. Area of Responsibility

- To attend meetings once a term.
- To contact the reception 48 hours before meeting with agenda items.
- To discuss issues at the meeting in a professional manner.
- Contribute occasional items for our newsletter, updating parents with information.
- To promote procedures, policies and the ethos of the school.
- To adhere to decisions taken by the school.
- Where appropriate, to share any potential issues or concerns confidentially with the Class Teacher / Senior Leadership Team, raised in parent conversations or discussions.
- To support and co-ordinate school functions, e.g. Parent Coffee Mornings / Winter Fair / School Museum.
- To encourage parents to contact the school directly if they have any concerns.
- Remind parents of the UAE, ADEK, and Amity expectations in regard to communication in parent groups.

## **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.

### **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 the curriculum.
4. Send home regular age-appropriate work.
5. Invite you to parent information meetings, special events, and coffee mornings.
6. Keep you informed about school activities through regular emails, letters, newsletters and notices about special events.
7. Call if your child is unwell or has had a serious accident.
8. Contact you when concerns are raised about your child's work, behaviour, attendance or punctuality.

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

1. Make sure my child arrives at school before 7.30am, having had a good night's sleep, eaten an appropriate substantial breakfast and being smartly dressed 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 learning 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.
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.
8. Respect the professional opinion of the staff.

### **Student - I will:**

1. Respect other children's culture, race, feelings, beliefs and values. Accept responsibility for the things that I do.
2. Be kind and speak politely to everyone in school.

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3. Behave in a safe way.
4. Ask for help if I need it and try my best in all that do.
5. Be responsible for my school and homework.
6. Be helpful.
7. Follow the School Rules.
8. Ensure that I take home all school letters.
9. Tell a member of staff if I am worried or unhappy.
10. Take good care of the building, equipment and school grounds.

**Together we will:**

1. Treat each other in a respectful way assuming positive intention
2. Keep the need/s of the student/s at the heart of discussions and decisions
3. Keep lines of communications open, communicate in a respectful way and be willing to reflect on how I can help solve any issues

Name of Child:            Class:

Signature of child:        Date:

Parent signature:         Date:

Principal:                 Date: