FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

Parent Engagement Policy

Approved By	Board of Trustees
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AIAASC
AMERICAN INTERNATIONAL ACCREDITATION ASSOCIATION OF SCHOOLS AND COLLEGES

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Purpose and Aim

Rationale

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 Future Leaders International Private School Branch 2 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.
FLIS implements this policy to ensure that we actively engage parents both as primary educators of their children at home and as valued members of our school community.

Purpose

- Set out ADEK's expectations in relation to FLIS's engagement with parents.
- Outline the requirement for a parent - FLIS agreement and a parent handbook.
- Stipulate the requirements for parent engagement including their role in supporting their child's learning, development, and wellbeing and further opportunities for parent involvement in school life.
- To encourage communicate effectively with parents, and to provide parents with opportunities to actively engage in their children's education.

Policy

1. Parent-FLIS School Agreement

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

- The agreement outlines the obligations of each party and require parents to accept the full set of school policies.
- The agreement includes a code of conduct for parents (see Section 1.2 Parent Code of Conduct) when interacting with the FLIS community, and an acknowledgment of the Student Code of Conduct (see ADEK School Student Behavior Policy) that parents are expected to ensure their children adhere to. The code of conduct (All the policies are provided in the school (page no: 20 -29) in lined with ADEK School Values and Ethics Policy, ADEK School Digital Policy, ADEK School Student Behavior Policy, ADEK School Inclusion Policy, ADEK School Cultural Consideration Policy, and ADEK School Student Administrative Affairs Policy.

1.2 Parent Code of Conduct: FLIS works in partnership with parents to support their child's learning. In encouraging parents to model appropriate behavior, school will require parents to agree to the following code of conduct at a minimum:

- Respect the vision, mission, and value statements of the school and its learning environment.
- 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.
- Acknowledge that the education and wellbeing of each child whilst in FLIS 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 in moderate amounts, engage in physical activity).
- 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, using offensive language, or using social status to belittle or threaten others).
- Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the school policy in lined with ADEK School Cultural Consideration Policy.
- 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.

- Correct their 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.
- Commit to and be respectful of the Model Private School's general policies and whilst on school premises, behave and dress in a manner that is respectful of UAE national identity and cultural values and its current legislation.
- 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.
- 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).
- 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.
- 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.
- If the above minimum requirements be disrespected or ignored, at the discretion of the school, parents may be asked to leave the FLIS premises or be denied access.

Parent Handbook

2. Parent Handbook

2.1 Requirements: FLIS process a Parent Handbook that includes information about the school's programs, policies, and procedures. The school will make the handbook available to parents at the beginning of the academic year on the school website. The handbook includes, at minimum:

1. FLIS 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 – FLIS agreement.

3.Parent Engagement

3.1 Engaging Parents in Their Child's Learning: FLIS promotes parent engagement in the learning and development of their children by facilitating access to information, staff, resources, and support.

- Interaction and Communication with Staff: FLIS enables courteous, respectful, and professional parent-staff interactions and communication channels.
    - FLIS grants parents direct access to their child's teacher(s) to follow up on their child's progress.
    - FLIS grants parents direct access to all members of staff who are planning for or providing additional support for their child (e.g., Inclusion Assistant, Counselor, Social Worker).
    - FLIS ensures teachers and educators contact and notify parents when necessary to discuss any student's academic or behavioral issues, ADEK School Student Administrative Affairs Policy, ADEK School Educational Risk Policy, ADEK School Inclusion Policy, and the ADEK School Student Behavior Policy.
    - FLIS emphasizes that parents are to abide by the school's code of conduct for parents and interact courteously and respectfully with all staff.
    - FLIS sends regular reminders of expected staff response times during the school's working hours, including an alternative contact information for emergencies as per the ADEK School Student Administrative Affairs Policy.

- Student Learning and Progress: The FLIS engages 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.
    - FLIS 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 school diary in lined with ADEK Curriculum Policy, ADEK In-School Specialist Policy, ADEK Inclusion Policy and the ADEK Student Administrative Affairs Policy.
    - Where external specialist support is provided, FLIS follow ups with parents who are expected to monitor the student's progress and periodically update a school-nominated member of staff as per the school diary in lined with ADEK School Student Behavior Policy.
    - Assessment Guidance: FLIS partners with parents in encouraging students to aim to do their best in internal and external assessments. School supports 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 School Assessment Policy.
    - Curriculum Transfer and Equivalency: FLIS will 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.FLIS will additionally inform parents of UAE equivalency requirements and require their signing of an undertaking should they choose not to seek equivalency as per the ADEK School Curriculum Policy and theADEK School Student Administrative Affairs Policy.
    - Student Performance Reports: FLIS shares 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 Student Performance Reports Policy.
    - Home Learning Support: FLIS encourages 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 School Inclusion Policy.

3.2 Engaging Parents in Their Child's Wellbeing: FLIS promotes parent engagement in promoting and supporting the wellbeing of their children.

- Wellbeing: FLIS promotes 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 School Wellbeing Policy and the ADEK School Quality Assurance Policy.
- Healthy Eating and Food Safety: FLIS encourages 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. FLIS will 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 School Healthy Eating and Food Safety Policy.
- Mental Health Awareness: FLIS communicates 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 School Student Mental Health Policy, FLIS informs 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 School Student Mental Health Policy.
- Inclusive Provision for Students: FLIS informs parents of their inclusive admissions processes, requests for clinical assessment reports, inabilities 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 are 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 School Inclusion Policy and the ADEK School In- School Specialist Services Policy.
- Extracurricular Activities (ECAs): FLIS encourages 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. School equally encourages parents to volunteer to lead or assist ECAs, as per the ADEK School Extracurricular Activities and Events Policy.

- Digital Practices: FLIS engages parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety, as per the ADEK School Digital Policy.
    - FLIS communicates to parents responsible digital usage policies for students including what is permitted/prohibited to do on the school's premises, network, and systems.
    - FLIS only takes photographs and/or video recordings of students after obtaining written consent from parents.
- Sustainable Practices: FLIS informs parents of its sustainability strategy, policies, and initiatives, and encourage their involvement and contribution as per the ADEK School Sustainability Policy.
- Immunization: FLIS allows 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 School Health and Safety Policy.
- Provision of Emergency Medical Services: In the event of an emergency and absence of parental consent, the school nurse informs parents of the requirement for intervention and take necessary measures to ensure the student's wellbeing, as per the ADEK School Health and Safety Policy.
- Weight Limits of School Bags: FLIS informs parents, with regular reminders, to adhere to maximum weight limits for students' school bags as per the ADEK School Health and Safety Policy.

3.3 Parent Involvement and Notification: FLIS provides clear guidelines for parent involvement in school activities and ensures that they are notified of crucial information.

- Visits to School: FLIS provides opportunities for parents to visit the school and meet the principal, teachers, and other staff. FLIS will conduct at least one open day event per year where parents can visit their child's learning spaces (e.g., classroom, other facilities).

- Volunteering: FLIS encourages parent volunteering and inform them of the requirements (e.g., School Staff Information System (PASS) registration/security clearance, student protection training) as per the ADEK School Employment Policy, ADEK School Safeguarding Policy, and the ADEK School Student Protection Policy. Parents also need to adhere to the ADEK School Values and Ethics Policy, ADEK School Cultural Consideration Policy, ADEK School Professional Code of Ethics Policy, and Code of Conduct for Education Professionals in General Education (MoE, 2022) when carrying out their volunteering duties.
- Participation in School Events: FLIS actively promotes 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 School Extracurricular Activities and Events Policy.
- Governance: FLIS have a Governing Board that includes at least one parent representative with voting rights, as per the ADEK School 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 child(ren).
    - Parent representatives: FLIS have at least one parent representative per grade/year to serve as a liaison between the teacher(s) and parents.
    - Parent Council: FLIS establishes 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 School Governance Policy.
    - Support to Parent Council: FLIS provides support to the parent council (advisory council, social association) and actively partner with it to encourage parent involvement and engagement, as per the ADEK School Governance Policy.
- Fees: FLIS enables parents to pay the ADEK-approved school fees in a timely and convenient manner, without charging Value Added Tax (VAT). FLIS ensures parents receive information outlining their response to non-payment or late payment of school fees, as per the ADEK School Fees Policy.
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- Inspection Ratings: FLIS ensures that they publish their inspection rating and report on their website and make these available to parents, as per the ADEK School Quality Assurance Policy.
- School Records: In relation to students transferring schools within or outside the UAE, FLIS obtains parent consent before transferring student information to any third party. Model private Schools will keep student details within the school and ensure that parents receive any copy of any reports on student information submitted to ADEK. School is 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 School Records Policy and the ADEK School Reporting Policy.
- Student Protection: FLIS informs parents of their duty of care in the protection of students as mandated reporters and that any suspicious incidents (such as excessive absences or the sudden unexplained withdrawal of a student from school) shall be reported as a maltreatment concern) to relevant authorities. FLIS conducts 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 School Student Protection Policy.
- Safeguarding: FLIS additionally notifies 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 School Safeguarding Policy.
- School Calendar: FLIS shares the school calendar with parents once it has been approved by ADEK as per the ADEK School Calendar and Public Holidays Policy.
- Transportation: FLIS informs 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 School Transportation Policy.
- Inclusion: FLIS ensures 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 School Inclusion Policy.

3.4 Means of Communication: FLIS communicates with parents using:

- 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 School Digital Policy.
- In emergencies, FLIS has 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 School Health and Safety Policy.
- FLIS keeps a record of all written communication with parents, as per the ADEK School Records Policy.

4. Compliance

4.1 This policy shall be effective as of the start of the Academic Year 2024/25 Schools are expected to be fully compliant with this policy by the start of the Academic Year 2025/26 .

4.2 Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.