



## St. Joseph's School, Abu Dhabi

### Parent Involvement Policy

At St. Joseph's School all parents are equally valued as part of our school community. Children benefit most when we work in partnership with their parents. We are therefore committed to communicate with parents to improve our knowledge of the needs of their children.

#### **Purpose:**

- To enforce the parental involvement in their child's learning.
- To emphasize parental involvement in decision-making regarding their child's learning process.

#### **POLICY:**

It is St. Joseph's School Policy that parents play an essential role in their children's education. We ensure that parents are actively involved in their children's learning process.

#### **School Responsibilities**

The school promotes parental involvement through the following:

##### **1. Open House meetings**

At the beginning of each academic year, all parents will be invited and encouraged to attend the annual Open House. During the Open House, parents meet their children's Class Teacher and subject teachers. The teachers give presentations in which they explain the curriculum, the classroom rules and procedures, modes of communication between parents and teachers, student assessment techniques, expectations from students and parents, as well as discuss the ways that parents can help and support their children with learning.

##### **2. Student Prospectus**

Parents of newly enrolled students will receive a Prospectus that includes the school's objectives as well as a brief description of the curriculum and the subjects taught along with information related to school timings, promotion, admission and school fees.

##### **3. Student Handbook**

Beginning of the academic year each student will receive a "Student Handbook" that includes the school's mission, vision, and values as well as a brief description of the curriculum and the subjects taught along with information related to school timings, absences, school rules, health and safety rules, uniform, promotion and retention, code of conduct and other issues. Teacher-parent can communicate through the section provided in the handbook.

**4. Parent-Teacher Meetings**

Parents are invited and encouraged to attend the Parent-Teacher Meetings that are held twice a year. In these meetings, parents meet their child's teachers and discuss about their progress in all subjects.

**5. Timely information to parents**

The School will communicate with parents regularly and frequently through the School Portal, telephone calls and e-mails

**6. Individual Parent-Teacher Meetings**

Whenever the parent or teacher has any concern about a student, he or she can request a meeting with the child's teacher and/or parent. An appointment is set and both the parent and the teacher will meet on a particular date and time. In these meetings, the parent and the teacher discuss their respective concerns and issues and agree on a course of action.

**7. Frequent Reports on children's progress**

A report on each child's academic and personal development is provided to parents each assessment and term.

**8. Opportunities for volunteering**

The School makes every possible effort and creates opportunities to involve parents in school activities. The school informs the parents through memos and invitations. Moreover, the school requests parents to share their ideas and volunteer in events and activities.

**9. Parental Survey**

Annually, a parental survey is sent out to all parents. The aim of the survey is to obtain a feedback related to the quality of education and services offered by the school and the areas which need improvement. The responses are collated and analyzed and used as opportunities for improvement, usually embedded in the school improvement plan.

**Sr. Carmen  
Principal**