



# California American School

# Parent Engagement Policy

Review No.	Description of Change	Review by	Date of Issue
1	Adoption of Policy	CAS Administration	April 2019
2	Review and Update	CAS Administration	August 2024
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## The Policy

At California American School we believe in building a strong community where parents have many opportunities to be involved with the school. All parents 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. When schools, families, and communities work together to support learning, provides for substantive Parent Engagement every level of the program, such as in the development and implementation of the district and school plan, and in carrying out the district and school improvement provisions.

## AIMS

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

## Parent-School Agreement

- The school 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 requires parents to accept the full set of school policies.
- The agreement includes a code of conduct for parents when interacting with the school community, and an acknowledgment of the Student Code of that parents are expected to ensure their children adhere to. (See Appendix 1)

## Engaging Parents in Their Child's Learning

### 1. Parent Handbook

Beginning of the academic year each student will receive a "Parent 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-parents can communicate through the section provided in the handbook.

### 2. 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 children's teachers and discuss their progress in all subjects.

### **3. Timely information to parents**

The school will communicate with parents regularly and frequently through the School WhatsApp's, telephone calls and e-mails

### **4. Weekly Plan**

Weekly newsletters are sent to ensure parents are kept up to date with school news and the curriculum.

### **5. ClassDojo**

ClassDojo brings school communities together with one place for teachers and families to connect, communicate, and share learning experiences.

### **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 parents 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 for each assessment and term.

### **8. High School Orientation**

The school holds a high school orientation to provide parents with information about high school subjects, courses, credit hours, and UAE equivalency requirements in accordance with the ADEK School Curriculum Policy and the ADEK School Student Administrative Affairs Policy.

### **9. Opportunities for volunteering**

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.

### **10. Parental Survey**

Annually, a parental survey is sent out to all parents. The aim of the survey is to obtain 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.

## Engaging Parents in Their Child's Wellbeing

**Wellbeing:** The school raises awareness among parents about its wellbeing strategy and related policies. Additionally, parents will have the opportunity to share their feedback on enhancing their child's wellbeing at school by participating in parental wellbeing surveys, in line with the ADEK School Wellbeing Policy and the ADEK School Quality Assurance Policy.

**Healthy Eating and Food Safety:** The school encourages parents to provide healthy and balanced meals and snacks for their children, utilizing sustainable practices. Parents will also be informed about food restrictions and items to avoid being brought to school, especially during events where food is shared.

**Mental Health Awareness:** The school shares its Student Mental Health Policy with all parents, ensuring that school counselors and teachers inform them of any identified counseling needs for their child. This will include details on confidentiality requirements, parental consent, and the implications for parents who refuse to give consent. Additionally, the school will keep parents informed about mental health education programs conducted at the school and provide opportunities for their engagement.

**Inclusive Provision for Students:** The school informs parents about its inclusive admissions processes, requests for clinical assessment reports, and any limitations in accommodating students, if applicable. The school will also provide regular updates on their child's learning progress and engage parents in decision-making regarding any modified curriculum pathways that may impact equivalency requirements.

**Extracurricular Activities (ECAs):** Schools encourage parents to support their child's participation in extracurricular activities by providing the ECA calendar and all relevant information, documents, and systems to assist with the registration process.

**Immunization:** The school grant access to health providers appointed by the Department of Health (DoH) and support their efforts in conducting the school-based immunization program for students and their parents, in accordance with DoH guidelines.

**Provision of Emergency Medical Services:** In the event of an emergency and if parental consent is not available, the school nurse will notify parents of the need for intervention and take the necessary steps to ensure the student's wellbeing.

**Weight Limits of School Bags:** Schools provide regular reminders to parents about adhering to the maximum weight limits for students' school bags, in accordance with the ADEK School Health and Safety Policy.

## Parent Involvement and Notification

**Visits to School:** the school provides opportunities for parents to visit the school and meet the principal, teachers, and other staff. Parents can visit their child's learning spaces (e.g., classroom, other facilities).

**Participation in School Events:** 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 (UAE's National Day celebration, graduation ceremonies, sports competitions).

**Governance:** the school has a Governing Board that includes at least one parent representative with voting rights.

**Fees:** the school enables parents to pay the ADEK-approved school fees in a timely and convenient manner, without charging Value Added Tax (VAT).

**Inspection Ratings:** the school ensures that they publish their inspection rating and report on their website and make these available to parents.

**School Records:** In relation to students transferring schools within or outside the UAE, the school obtains parent consent before transferring student information to any third party. The school keeps student details within the school and ensures that parents receive any copy of any reports on student information submitted to ADEK.

**Student Protection:** the schools inform 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) be reported as a maltreatment concern) to relevant authorities. The school conducts related orientation sessions to ensure parent awareness regarding student protection.

**Safeguarding:** the school 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, and protocols to inform the school of changes to pick-up arrangements.

**School Calendar:** the school shares the school calendar with parents once it has been approved by ADEK.

**Transportation:** the school informs parents about its bus services and communicates parent obligations and associated information regarding drop-off and pick-up protocols and authorized people, parking, use of non-school bus transportation (scooters, bicycles, etc.), consent required.

**Inclusion:** the school ensures equitable access for parents of students with additional learning needs and parents who are people of determination to be involved in the above.

**Informing Parents of School Suspension/ Closure:** ADEK reserves the right to suspend a school's license as part of the escalation procedure. During license suspensions, reinstatements, or cancellations, school informs parents once a decision has been finalized. In cases of school suspension or closure, schools ensure that they fulfill their legal and contractual commitments, return any undeserved fees, and provide any relevant student reports and transfer certificates.

**Means of Communication**

ACADEMIC COMMUNICATION	STAFF COMMUNICATION	SCHOOL COMMUNICATION
> Teacher Newsletter	> Staff Meeting	> Phone/Message/Email
> Teacher Notes in Folder/Agenda	> Senior Leadership Meeting	> School Website
> Parent-Teacher Conference	> H.O.D Meeting	> Parent-Teacher Conference
> Graded Work/Test	> Staff General Meeting	> Teacher Newsletter
> Phone Call/Email	> Staff Handbook	> Social Media
> Report Card/Progress Report	> Staff workshop	> Weekly school activities
	> Social Worker Meeting	> Student Handbook

## Appendix 1: Home School Agreement

### Objective

At California American School we believe that children will learn best if parents know, understand and agree with the aims of the school. This agreement is to help the school and parents to work in partnership to support the children's learning.

### The school will:

- Encourage your child to do their best at school.
- Inform you of your child's progress at regular meetings.
- Keep you informed about the curriculum.
- Send home regular age-appropriate work.
- Invite you to parent information meetings, special events, and coffee mornings.
- Keep you informed about school activities through regular emails, letters, newsletters and notices about special events.
- Call if your child is unwell or has had a serious accident.
- Contact you when concerns are raised about your child's work, behavior, attendance or punctuality.

### Parents - I/We will:

- Make sure my child arrives at school before 7.45am, having had a good night's sleep, eating an appropriate substantial breakfast and being smartly dressed in the correct school uniform.
- Make sure my child is collected on time.
- Let the school know about any concerns or problems that might affect my child's learning or behavior.
- Inform the school if my child is absent, ill or needs to be collected early.
- Support the school's policies and guidelines for behavior.
- Attend Parent-Teacher Consultations, as well as other meetings about my child's progress.
- Inform school of changes to parents/carers emergency contact details and email addresses.
- Respect the professional opinion of the staff.

### Student - I will:

- Respect other children's culture, race, feelings, beliefs and values. Accept responsibility for the things that I do.
- Be kind and speak politely to everyone in school.
- Behave in a safe way.
- Ask for help if I need it and try my best in all that I do.
- Be responsible for my school and homework.
- Be helpful.
- Follow the School Rules.

- Ensure that I take home all school letters.
- Tell a member of staff if I am worried or unhappy.
- Take good care of the building, equipment and school grounds.

**Together we will:**

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

<b>Name of Student</b>	
<b>Grade</b>	
<b>Signature of child</b>	
<b>Parent signature</b>	
<b>Social Worker signature</b>	
<b>Principal signature</b>	
<b>Date</b>	