



## **PARENT ENGAGEMENT POLICY**

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## INTRODUCTION

Sunrise English Private School, Abu Dhabi, believes parents play a pivotal role in enriching their child's educational experience. As the primary providers of support, resources, and social-emotional development, parents are key partners in their child's learning journey.

A strong and collaborative relationship between parents, teachers, and the school is essential for student success. Therefore, fostering an open and inclusive environment is crucial where parents can actively participate in their child's education and engage with the wider school community.

This policy outlines the fundamental requirements that the school must implement to ensure meaningful parental engagement, both as their child's first educators and as active members of the school community.

## Purpose

This policy aims to:

- Align with **ADEK's expectations** by establishing a structured framework for meaningful parent-school engagement.
- Define the **Parent-School Agreement** and **Parent Handbook** as essential tools for outlining roles, responsibilities, and expectations.
- Specify the **requirements for parental involvement**, emphasizing their role in supporting their child's academic progress, personal development, and well-being while also providing opportunities for active participation in school activities.
- Promote **effective communication** between the school and parents, fostering an inclusive environment where parents are encouraged to contribute to their child's educational journey.





### Definitions

<b>Additional Learning Needs</b>	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
<b>Documented Learning Plan</b>	<p>A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.</p>
	<p>The process by which the UAE Ministry of Education officially endorses a secondary school certificate and declares it to be equivalent to the UAE</p>



Equivalency	<p>The process by which the UAE Ministry of Education officially endorses a secondary school certificate and declares it to be equivalent to the UAE General Education Certificate (Al Thanawiya), as per relevant ministerial decrees and their amendments.</p>
Extracurricular Activities (ECA)	<p>Organized activities that students can participate in that are usually external to the school curriculum (but may be connected to it). Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to sports teams, clubs, private sports lessons, competitions, performances, recreational activities, field trips and overseas travel, as well as activities hosted virtually.</p>
Head of Inclusion	<p>The Senior Leader with responsibility for the coordination of provision for students with additional learning needs.</p>
Healthy Eating	<p>Consuming a variety of foods to ensure the intake of nutrients (carbohydrates, healthy fats, proteins, vitamins, and minerals) and fluids in appropriate proportions and quantities to support the energetic and physiological needs of the individual and maintain overall health. Healthy eating includes sustainable practices that consider the health of the planet (Cena &amp; Calder, 2020).</p>
Individual Assistant	<p>Formerly known as “Shadow Teachers,, Individual Assistants are parent-funded staff who provide 1:1 support for students with additional</p>





	learning needs for any logistical, safety-related, behavioral, medical, and/or social and emotional need. In these cases, the student requires 1:1 support for at least 50% of their school day.
Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. (3) of 2016 Concerning Child Rights (Wadeema).
Parent Engagement	Active involvement of a parent and their collaboration with the school to support and improve their child's learning, development, and wellbeing.
Parent involvement	Participation of a parent in school activities, to support ongoing school improvement, community relationship-building, and/or leadership decision-making.
People of Determination (PoD)	Every person suffering from a temporary or permanent, full, or partial deficiency or infirmity in their physical, sensory, mental, communicational, educational, or psychological abilities to an extent that limits their possibility of performing the ordinary requirements (Federal Law No. (29) of 2006 on the Rights of Persons with Disabilities and its amendments).
Governing Board	The governing body of a school, appointed by the school owners, including qualified representatives and parents. The Governing Board is the senior authority of the school, with responsibility for the overall governance of its activities.
School Fees	All fees charged to parents by a school.
Sustainable Meal Practices	Meal practices with low environmental impacts, including low carbon footprint, and which are accessible, affordable, and healthy, while optimizing natural and human resources (FAO, 2010).



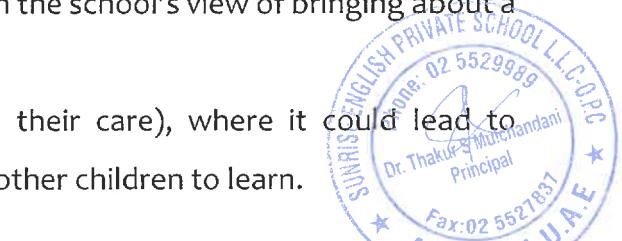


## **1. Parent-School Agreement**

**1.1** The school has a Parent School Agreement. All parents are required to sign this contract as per ADEK's policy.

**1.2 Parent Code of Conduct:** The school collaborates with parents to support their child's learning. To encourage parents to model appropriate behavior, the school requires them to adhere to the following code of conduct at a minimum:

1. Respect the vision, mission, and value statements of the school and its learning environment.
2. Treat members of the entire school community, including students, staff (including security guards, cleaners, etc.), and parents professionally and respectfully and maintain relationships in the best interests of students.
3. Acknowledge that the education and well-being of each child whilst in school 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).
4. The school sets a positive example in speech, behavior, and professionalism, promoting respectful communication when addressing concerns, whether verbally or in writing. This includes refraining from raising one's voice, using offensive language, or using social status to belittle or threaten others.
5. Refrains from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the School Cultural Consideration Policy.
6. Seeks to clarify a child's version of events with the school's view of bringing about a peaceful solution to any disputes.
7. Corrects 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.





8. Commits to and respects the school's general policies, and while on school premises, behaves and dresses in a manner that honors UAE national identity, cultural values, and current legislation.
9. Strives 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.
10. Respects 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).
11. Responds to teacher requests to attend parent/teacher meetings as invited and maintains frequent positive communication to benefit their child's growth and steady progress.
12. Cooperates 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.
13. Should the above minimum requirements be disrespected or ignored at the discretion of the school, parents may be asked to leave the school premises or be denied access.

## **2. Parent Handbook**

2.1 The school has developed and implemented a Parent Handbook/student diary that includes information about the school's programs, policies, and procedures. The school has made the handbook available to parents at the beginning of the academic year. The handbook will include, at a minimum:





1. School rules, important 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.

### 3. Parent Engagement

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

**1. Interaction and Communication with Staff:** The school enables courteous, respectful, and professional parent-staff interactions and communication channels.

- a. The school grants parents direct access to their child's teacher(s) to follow up on their child's progress.
- b. The school 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).
- c. The school ensures teachers and educators contact and notify parents when necessary to discuss any student's academic or behavioral issues, as per the School's Student Administrative Affairs Policy, School Educational Risk Policy, School Inclusion Policy, and School Student Behavior Policy.
- d. The school emphasizes that parents are to abide by the school's code of conduct for parents and interact courteously and respectfully with all staff.
- e. The school sends regular reminders of expected staff response times during the school's working hours, including alternative contact information for emergencies as per the School Student Administrative Affairs Policy.





## 2. Student Learning and Progress:

1. At the beginning of every academic year, Sunrise English Private School (SEPS) conducts a Parent Orientation Program to familiarize parents with the school's policies, expectations, and academic framework. The respective class teachers across all grade levels are responsible for presenting the orientation to the parents on the assigned day. The presentation includes a comprehensive overview of the following key areas: the Code of Conduct for students, school uniform guidelines, assessment policies and procedures, and the do's and don'ts within the school premises. This initiative ensures effective communication between the school and parents, promotes transparency, and helps establish a strong foundation for the academic year.
2. The school equally engages 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 obtains consent where required as per the School Curriculum Policy, In-School Specialist Policy, Inclusion Policy, and the Student Administrative Affairs Policy.
3. Where external specialist support is provided, the school will follow up with parents who are expected to monitor the student's progress and periodically update a school-nominated member of staff as per the school Student Behavior Policy.

**3. Assessment Guidance:** The school partners with parents in encouraging students to aim to do their best in internal and external assessments. The school supports parents in developing an understanding of their child's assessment results and the next steps for learning through direct communications, workshops, and/or training sessions as per the School Assessment Policy.

**4. Curriculum Transfer and Equivalency:** The School provides 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.





The school additionally informs parents of UAE equivalency requirements and requires their signing of an undertaking should they choose not to seek equivalency as per the School Curriculum Policy and the School Student Administrative Affairs Policy.

**5. Student Performance Reports:** The school shares student performance reports with parents in digital format and provides opportunities for parents to meet with teachers at least once every term to discuss their child's learning as per the School Student Performance Reports Policy.

**6. Home Learning Support:** The school 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 School Inclusion Policy.

**3.2 Engaging Parents in Their Child's Well-Being:** The school promotes parent engagement in promoting and supporting the well-being of their children.

**1. Well-being:** The school promotes awareness of its well-being strategy and associated well-being policies with parents. Parents are also encouraged to provide feedback on improving their child's well-being at school by partaking in parental well-being surveys as per the School Wellbeing Policy and the ADEK School Quality Assurance Policy.

**2. Healthy Eating and Food Safety:** The school will encourage parents to pack healthy and balanced meals and snacks for their child, using sustainable practices. It will also inform parents of food restrictions and foods to avoid bringing to school, particularly during events where food is shared. The school will notify parents of any food-related concerns for their child on the same day they are identified and require them to provide information regarding their child's food allergies, in accordance with the School Healthy Eating and Food Safety Policy. The Food Monitoring Initiative was implemented to promote healthy eating among students. A student monitor in each class recorded the type of food brought by classmates.





Teachers supervised the process during break time, encouraging nutritious meals with fruits, vegetables, whole grains, and proteins, while discouraging junk food. Students consistently bringing unhealthy food were referred for counseling.

**3. Mental Health Awareness:** The school communicates its 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 School Student Mental Health Policy, the school shall inform 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 School Student Mental Health Policy.

**4. Inclusive Provision for Students:** The school informs parents of their inclusive admissions processes, requests for clinical assessment reports, inability to accommodate students (if applicable), and provides regular progress updates on their child's learning, and engages 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 an Individual Assistant or a Teacher Assistant for ALN students as per the School Inclusion Policy and the School In-School Specialist Services Policy.

**5. Extracurricular Activities (ECAs):** The school encourages parents to support their child's participation in extracurricular activities and facilitates this by sharing the ECA calendar and all other information, documents, and systems to assist them in registering. The school equally encourages parents to volunteer to lead or assist ECAs, as per the School Extracurricular Activities and Events Policy.





**6. Digital Practices:** The school will engage parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety, as per the School Digital Policy.

- a. The school will communicate to parents responsible digital usage policies for students, including what is permitted/prohibited to do on the school's premises, network, and systems.
- b. The school only takes photographs and/or video recordings of students after obtaining written consent from parents.

**7. Sustainable Practices:** The school informs parents of its sustainability strategy, policies, and initiatives and encourages their involvement and contribution as per the School Sustainability Policy.

**8. Immunization:** The school allows access to the Department of Health (DoH) - appointed health providers and facilitates their task of conducting the school-based immunization program for students and their parents in line with DoH guidelines as per the School Health and Safety Policy.

**9. 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 takes necessary measures to ensure the student's well-being, as per the School Health and Safety Policy.

**10. Weight Limits of School Bags:** The school has informed parents, with regular reminders, to adhere to maximum weight limits for students' school bags as per the School Health and Safety Policy.

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

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





**2. Volunteering:** The school will encourage parent volunteering and inform them of the requirements (e.g., Private Schools Staff Information System (PASS) registration/security clearance, student protection training) as per the School Employment Policy, School Safeguarding Policy, and the School Student Protection Policy. Parents will also need to adhere to the School Values and Ethics Policy, School Cultural Consideration Policy, School Professional Code of Ethics Policy, and Code of Conduct for Education Professionals in General Education (MoE, 2022) when carrying out their volunteering duties.

**3. Participation in School Events:** The School actively promotes parent attendance (e.g., as spectators or volunteers) at school events (e.g., UAE's National Day celebration, graduation ceremonies, and sports competitions) as per the School Extracurricular Activities and Events Policy.

**4. Governance:** The school has a Governing Board that includes at least one parent representative , as per the School Governance Policy. Parent members are expected to represent the interests of the parent body and not their interests or the specific interests of their child(ren).

**a. Parent representatives:** The school has at least one parent representative per grade to serve as a liaison between the teacher(s) and parents.

**b. Parent Council:** The school has established 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 the school and responsible for parents' involvement in school). Parents shall also be involved in the School National Identity Committee, as per the School Governance Policy.

**c. Support to Parent Council:** The School provides support to the parent council (advisory council, social association) and actively partners with it to encourage parental involvement and engagement, as per the School Governance Policy.





**5. Fees:** The school enables parents to pay the ADEK-approved school fees in a timely and convenient manner without charging Value Added Tax (VAT). The school ensures parents receive information outlining their response to non-payment or late payment of school fees, as per the School Fees Policy.

**6. Inspection Ratings:** The School ensures that they publish their inspection rating and report on their website and make these available to parents, as per the School Quality Assurance Policy.

**7. School Records:** Students transferring between schools within or outside the UAE must obtain parental consent before their information is shared with any third party. The school keeps student details within the school and ensures that parents receive copies of any reports on student information submitted to ADEK. The school is 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 School Records Policy and the School Reporting Policy.

**8. Student Protection:** The school 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) are reported as a maltreatment concern to relevant authorities. The school 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 School Student Protection Policy.

**9. Safeguarding:** The school will additionally notify parents of all relevant requirements to safeguard students and 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 School Safeguarding Policy.





**10. School Calendar:** The school shares the school calendar with parents once it has been approved by ADEK as per the School Calendar and Public Holidays Policy.

**11. 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 persons, parking, use of non-school bus transportation (scooters, bicycles, etc.), consent required, and other requirements as per the School Transportation Policy.

**12. 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, as per the School Inclusion Policy.

**13. 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, the school shall inform parents once a decision has been finalized. In cases of school suspension or closure, the school will ensure that they fulfill their legal and contractual commitments, return any undeserved fees, and provide any relevant student reports and transfer certificates, as per the School Compliance Policy, School Licensing Policy, School Records Policy, and the School Student Administrative Affairs Policy.

**3.4 Means of Communication:** The school communicates with parents using:

1. Various Media (e.g., students' diary, school newsletters, telephone calls, SMS, e-mails, letters, internet portals, and meetings), and consider the accessibility needs and preferences of parents as per the School Digital Policy.
2. In emergencies, the school has a mass notification system (e.g., text message system, public address system, or mobile apps) to quickly communicate information to parents, as per the School Health and Safety Policy.





3. The school records all written communication with parents, as per the School Records Policy.

## 4. Compliance

The school is fully compliant with this policy by the start of the Academic Year 2025/26 (Fall term).

Approved By:

Dr. Thakur S. Mulchandani,

School Director/Principal

