



PARENTS ENGAGEMENT POLICY

I. INTRODUCTION

At The Philippine 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.

II. DEFINITION

A parent engagement policy outlines the strategies, guidelines, and expectations for fostering positive collaboration between school, educators, and parents or guardians. This policy aims to create a supportive environment where parents are actively involved in their child's education and development.

III. PURPOSE

The purpose of this policy is to enforce the parental involvement in their child's learning and to emphasize parental involvement in decision-making regarding their child's learning process.

IV. KEY COMPONENTS

1. Positive Climate Manner - the school ways to engage and communicate with parents in meaningful ways to foster and sustain a positive and welcoming climate in which all parent perspectives are encouraged, valued, and heard, through:

a. Parent Surveys-regularly distribute surveys or questionnaires to gather feedbacks on school policies, programs or activities and teaching methods.

b. Suggestion Boxes – a physical boxes or online suggestion platform to share ideas or concern.

c. Parent – Teacher conferences – these meetings are done every quarter during the distribution of cards. These are two-way conversations where parents can share insights about their child's needs and experiences.

2. Diversity - The Philippine School acknowledge and value diverse cultural perspective through:

a. hosting multi-lingual events and providing translations of policies from English to Arabic

b. providing Islamic Subject for Muslim students

c. providing clean and orderly prayer rooms for male and female Muslim students

d. ensures all parents regardless of background or circumstances, feel welcome and empowered to share their views.



3. Communication - this is the regular and transparent communication between The Philippine School and parents through quarterly meetings, emails, letters and online platforms such as TEAMS and WHATSAPP

3.1 Types of Parent Communication

The Philippine School shall develop and implement the below types of communication to ensure that parents are confident in a meaningful partnership with EEIs:

- a) 3 open-day events during the year.
- b) A parent registration pack.
- c) A parent induction program, which includes the channels and frequency of communication parents can expect.
- d) A parent handbook (in both Arabic and English) that serves as a permanent reference and guide for parents.
- e) A parent training program to provide parents guidance on topics, such as child safety at home, dealing with behavioral issues, toddler sleep training, and/or planning healthy meals, car safety for children, etc.
- f) A website with current/up-to-date information and all applicable school policies and procedures

3.2.1 Administration- and Admission-Related Communication

The Philippine School shall provide parents with a registration pack before the child's first day of attendance or registration renewal.

3.2.2 Parent Induction

The Philippine School shall schedule and organize a parent induction for new and existing parents promptly and share the parent handbook with them at the time of registration or renewal. During the induction session, the school shall discuss the following with parents:

- The adult-to-child ratios followed within each age group
- The ADEK EEI Settling-In Policy
- The parent handbook
- A sample timetable and daily routines

3.2.3 Regular Updates and Progress Reports

The Philippine School shall provide parents with regular updates about their child's day and development in line with the below guidelines:



- Communicate daily updates on feeding, napping, and personal care routines via the parent app.
- Provide parents with weekly updates on the children's activities.
- Establish a system of monthly newsletters.
- Communicate children's developmental progress with parents at regular intervals.
- Compile observations and assessments into a comprehensive report card clearly showing the development of the child within all the learning and developmental areas.
- Provide a comprehensive report card to parents at least twice per academic year.
- Organize parent conferences to communicate children's progress, at least twice during an academic year.
- Communicate any changes (e.g., to the timetable, afternoon care program, extracurricular activities, etc.) promptly, through suitable communication channels.

3.2.4 Gathering Parents' Views

The Philippine School shall have a structured method of communication, through which they capture the opinion and feedback of parents. In addition, it shall also inform parents of the outcome of the collated feedback.

3.3 Parent Communication Frequency

The school shall communicate with parents at a sufficiently frequent level to ensure they are regularly updated on their child's wellbeing and progress.

3.4 Communication Language and Channels

The school shall provide all communication in Arabic and English, as well as any other main language of instruction they follow, and use various modes of communication to connect with parents.

4. Parent Engagement

The school shall plan several parent engagement events throughout the year, where parents are invited to visit and engage with the key team, the management, other parents, and their children. These parent engagement events shall be communicated to the parents via the parent engagement calendar.

4.1 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.

4.1.2 Parent-Teacher Meetings

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

4.1.3 Timely information to parents

The Philippine School will communicate with parents regularly and frequently through the School Portal/website, telephone calls, letters and e-mails.

4.1.4 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 through the guidance counselor. 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.

4.1.5 Frequent Reports on children's progress

A report on each child's academic and personal development is provided to parents each assessment and term. Report cards are released every end of the quarter.

4.1.6 Opportunities for volunteering

The Philippine 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.

4.2 Parent Engagement Calendar

a) The school shall prepare a parent engagement calendar, which includes the schedule for open days, special days, parent participation days, workshops, training sessions, or achievement celebrations.

b) The parent engagement calendar shall be shared with parents at the start of the term/year to allow parents to manage their time/work schedules and enable their attendance.

c) This calendar shall be developed and set with the aim of involving parents and addressing the needs of parents, children, and the EEI.



4.3 Parent Training/Induction

The Philippine School shall offer opportunities for parents to develop and/or strengthen skills and knowledge to support their child’s developmental stages at home and provide them with easily accessible resources in multiple languages. These parents’ training programs and workshops can either be communicated and delivered internally or externally through a service provider. The school shall also issue and discuss the parent handbook with parents annually, following the annual review of all its policies and procedures.

5. Review and Assessment

The school shall develop a method of receiving parents’ collective opinions and feedback on its parent engagement practices and how these address their needs and those of their child. It shall provide evidence of the feedback obtained from parents and the execution of their preferences, where applicable.

V. ROLES AND RESPONSIBILITIES:

The school owners and board of trustees will:

- Monitor School policies and procedures relating to parental/guardian engagement in the educational process.
- Ensure that the school’s policies and procedures for promoting effective parental/guardian engagement are fully compliant with the Council’s expectations and requirements as prescribed in this policy and related regulations.

The Principal will:

- Develop, implement and regularly review the school’s policies and procedures for promoting effective engagement of Parents/Guardians, and ensure compliance with the ADEK’s expectations and requirements in relation to effective parental/guardian engagement.

Policy Title:	Parents Engagement Policy
Review Date:	August 29, 2024
Next Review Date:	August 29, 2025
Compliance and OHS Officer:	June Keith M. Mariano

Approved by:


Jesus S. Ostos Jr.
School Principal

