



Parents play a central role in the educational growth and wellbeing of their children. At Emirates Future International Academy (EFIA), we recognize parents as key partners in shaping a child's learning, values, and overall development. This policy aligns with ADEK's School Parent Engagement Policy (2024, Version 1.1) and relevant articles from the Organizing Regulations (Articles 61 and 62), ensuring that EFIA fosters active collaboration between parents, teachers, and the school community. Active parent participation strengthens the learning environment and enhances students' overall development. The Parent Council serves as a bridge between parents and the school, promoting cooperation, communication, and shared responsibility.

PURPOSE:

This policy aims to:

- Strengthen the partnership between the school and parents in supporting children's academic, social, and emotional development.
- Establish clear guidelines for communication, engagement, and participation in school life.
- Ensure that parents are fully informed about school programs, policies, and activities.
- Comply with ADEK's Policy 56 (Informing Guardians of the School Program) and Policy 57 (Inspection of Student Records).
- Encourage mutual respect, responsibility, and shared accountability between the school and parents.

POLICY STATEMENT:

EFIA believes that parental engagement is a cornerstone of student success. We are committed to maintaining transparent communication, building trust, and creating opportunities for parents to actively participate in their child's educational journey.

Our partnership with parents is guided by respect, inclusivity, and collaboration, ensuring that every student benefits from a holistic learning experience.

SCHOOL RESPONSIBILITIES:

The school will maintain consistent communication with parents through circulars, SMS, emails, phone calls, meetings, class WhatsApp groups, and the school portal. The school website (www.efiaschool.com) and eSIS portal will serve as official platforms for updates, announcements, and access to report cards.

Parents will be informed of all policies that impact their children, including those related to attendance, discipline, tuition, uniform, safety, and wellbeing. School safety, health, and child protection measures will be communicated regularly.

After each examination, mark lists will be available through the portal. The final ADEK-approved report card will also be issued online. Parents will receive login credentials upon admission to





monitor academic progress. Formal meetings are scheduled three times a year as per the school calendar. Additional meetings may be arranged by appointment in the conference room. Teachers will update parents on curriculum, assessment, and learning outcomes.

Parents will be encouraged to participate in cultural, sports, and community initiatives, as well as PTA and school committees. The school will also provide opportunities for volunteering in extracurricular and national events (e.g., UAE National Day, Career Fest, Clean UAE), subject to ADEK approval. Parents may visit classrooms or request placement information in special circumstances with prior permission from the school leadership.

PARENT/GUARDIAN RESPONSIBILITIES

Parents are encouraged to support their child's academic, emotional, and behavioral growth. They must ensure punctuality, correct uniform, respectful behavior, and adherence to school rules. Parents must provide updated contact details (mobile numbers, emails, and addresses) to ensure effective communication. Parents must ensure that children bring healthy meals and adequate water, following the school's Healthy Eating Policy. Parents should ensure regular homework completion, study preparation, and readiness for assessments. Parents must cooperate with school recommendations for additional learning support or enrichment programs. Parents must not discuss or inquire about other students. All meetings with teachers must be arranged through Supervisors or Coordinators and held in the presence of a school representative. Parents are expected to treat all staff, students, and members of the community with respect. The use of offensive or defamatory language, in person or on social media, will not be tolerated.

COMMUNICATION STRATEGIES

- EFIA ensures open, professional, and courteous communication between parents and staff.
- Parents are encouraged to read all circulars, SMS, and emails promptly.
- The school maintains a record of all written communications as per ADEK Records Policy.

ENGAGEMENT IN WELLBEING AND SCHOOL LIFE

- Parents will be informed of EFIA's Wellbeing Framework, including anti-bullying, safety, and mental health awareness initiatives.
- The school will involve parents in surveys and sessions promoting emotional wellness and resilience.
- Parents will receive awareness on sustainability, digital responsibility, and community welfare campaigns. EFIA encourages parents to attend key school events, such as assemblies, sports meets, exhibitions, and graduation ceremonies, to foster community spirit.





ORIENTATION PROGRAM:

Parents are invited to participate in Orientation program at the beginning of each academic year.

Parents will have an opportunity to visit the school. They will have the opportunity to discuss the academic program of the school, Co-curricular activities and express special concerns and clarify doubts that they may have with the subjects taught, school activities etc.

PARENT COUNCIL AND GOVERNANCE

- The Parent Council serves as a collaborative body promoting communication between parents and the school. Parents may serve as representatives on committees or advisory councils in alignment with ADEK Governance Policy.
- EFIA will support the Parent Council's initiatives that contribute to the school's Vision, Mission, and holistic education approach.

PARENT COUNCIL COLLABORATION:

- Supporting school events such as annual days, exhibitions, cultural programs, awareness weeks, sports days, and academic fairs.
- Assisting teachers and students during major school events by volunteering or providing expertise.
- Providing inputs for academic enrichment activities such as reading programs, competitions, career talks, and workshops.
- Offering suggestions to enhance co-curricular and extracurricular activities.
- Representing parent viewpoints on school policies, wellbeing initiatives, teaching-learning improvements, and school development plans.
- Participating in scheduled Parent Council meetings to share constructive ideas and feedback.
- Helping foster a positive school culture by promoting collaboration among parents, students, and staff.
- Supporting community outreach programs and parent-led initiatives.

SELECTION PROCUDURES FOR PARENT COUNCIL:

- The parent's council body is being made for the purpose of providing a forum for the discussion of issues and their solutions related to the total school program and to ensure the full cooperation of parents in the efficient implementation of such program.
- Parents or legal guardians of currently enrolled students are eligible. Members should demonstrate commitment, integrity, and willingness to volunteer time for school activities.
- Selected members will be briefed on expectations, meeting schedules, and school policies.
- Members are expected to maintain confidentiality, uphold school values, and act in the best interest of students. In case of inactivity or breach of responsibilities, the school may replace





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- a member with another eligible parent.
- Regular meetings may be conducted with the selected parent council convenor with school management and the parent community.
 - The Parent Council shall serve as support group and as a significant partner of the school whose relationship shall be defined by cooperative and open dialogue to promote the welfare of the students.
 - The Parent Council will be made up of Principal, Vice Principal, Supervisors, CCA and a minimum of one representative from each session (KG, Primary & Secondary).
 - Members of the Council will be elected for a period of one year after which they may put themselves forward for re-selection if they wish. All the parents of children at the school can take part in the selection process.
 - Parent council meeting will run with a minimum of 4 parents present.

PROTOCOLS FOR CONTACTING AND MEETING WITH TEACHERS

To ensure the safety, security, and smooth functioning of the school, we maintains the following guidelines for all parent interactions:

1. Communication with Teachers

- Parents must contact teachers **only through the School Administration**.
- Direct communication with teachers during school hours or approaching teachers in classrooms is **strictly not permitted**.

2. Campus Entry

- EFIA is a designated **Safety Zone** for student learning.
- Parents are **not allowed to enter the school campus without a prior appointment**.
- All parents and visitors must enter through the **Main Administration area** for verification and approval.

3. Meeting with Teaching Staff

- Parents may meet teaching staff **only after instructional hours**.
- All meetings require **prior approval** from the School Administration to ensure teacher availability and to avoid disruption to the school schedule.
- Meetings will be conducted in the **designated conference rooms**.

The School expects parents to be fully aware that EFIA holds the **sole responsibility for its teachers**. Therefore, if parents have any concerns, misunderstandings, or issues involving a teacher, they must **refer the matter directly to the Administration** for appropriate action and resolution.

SCHOOL WEBSITE AND PORTAL

- Parents must regularly visit **www.efiaschool.com** and the School Portal for circulars, event updates, report cards, and notices.





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- The portal serves as a secure platform for monitoring academic progress and accessing school announcements.
- The policy will be reviewed annually to ensure alignment with ADEK standards and EFIA's continuous improvement goals.

POLICY REVIEW

This policy will be reviewed **annually** and is subject to changes as per the school and ADEK guidelines. The updated policy will be submitted for approval in line with the standard process.

Saji Oommen
Principal

Date of Next Review :15/03/2027

