



REF: EFIA/PLCY -003/2021-22

Issue Date: 05/04/2021

## PURPOSE:

To conform to Policy 56: Informing Guardians of the School Program and Policy 57: Inspection of Student Records of the ADEK Private Schools Policy and Guidance Manual (2014-2015), Corresponding to Articles (61) and (62) of the Organizing Regulations.

This policy establishes an emphasis on parent/guardian involvement in children's education and establishes guidelines for the school and parent/guardian relationship in the Department of Education and Knowledge (ADEK).

## POLICY STATEMENT:

At Emirates Future International Academy School, we believe in the importance and the central value of parental involvement in a child's educational progress. School staff seeks to create a collaborative partnership between parents and the school that reflects positivity, effectiveness, and commitment.

## SCHOOL RESPONSIBILITIES:

The School shall regularly communicate with Parents/Guardians, using various methods and media, such as Circulars (on school website/portal), telephone calls, SMS, e-mails, meetings and through class WhatsApp groups.

The School shall inform parents about all School policies that have an impact on Parents/Guardians and their children, such as the student code of conduct, attendance policy and tuition fees.

Parents/Guardians will receive regular communication regarding measures that are in place at the school regarding the care and safety of their child.

The School and teachers shall regularly communicate with Parents/Guardians about their children's academic performance, such as holding regular information sessions about the School's curriculum, teaching methodology, assessments, and the Parent/Guardian support of their children's learning at home.

Parent/Guardians will receive regular updates regarding the academic progress of their child. Mark list is prepared after each examination (Periodic tests and Term examinations) and available online and report card will be prepared at the end of the academic year which is published after ADEK approval. Parent/Guardians will receive a username and password to access the school portal as soon as their ward is admitted in the school. The school website is [www.efiaschool.com](http://www.efiaschool.com). The final report card will also be available as a printed report from the eSIS system.

Parent/Guardians will have opportunities to participate in regular parent-teacher meetings with their child's teacher or other staff members, to discuss the academic progress of their child. The school Academic Calendar states these meetings. Parent/Guardians will receive communication regarding these dates in a timely manner.

Parents/Guardians will receive regular communication regarding school activities using a variety of tools. These include SMS messages, school circulars, information sessions held at the school,





REF: EFIA/PLCY -003/2021-22

Issue Date: 05/04/2021

emails, student diary (handbook), portal and website. Parents/Guardians will be encouraged to contact the Academic Supervisors and Academic coordinators, to discuss academic or other issues with school staff whenever necessary, throughout the school year. A scheduled appointment will designate these additional meetings. These meetings will take place in the Conference Room. Continuous and open communication between Parents/Guardians and school staff will be encouraged and welcomed at all times.

The School shall encourage parents to participate in extra-curricular activities organized by the School such as cooking, cultural, social, and sporting or art events, after obtaining ADEK approval for them, and other relevant entities.

The School shall encourage parents to take on voluntary participations in School and community events such as the UAE's National Day celebration, Star of the month awarding ceremony, graduation ceremony, Career Fest, Blood Donation camps/Medical camps and other similar activities and events, after obtaining ADEK approval for them, and other relevant entities.

The School shall encourage parents to participate in other activities such as the Parent Teacher Association and committees formed by the School's Board of Trustees.

The School shall make opportunities available for parents to visit a classroom in which their child is attending a lesson at least once during each academic year in certain special circumstances, after informing the Director and receiving permissions to do so, if necessary.

The School shall make opportunities available for parents to obtain information about the placement of their child in a teaching group, and their right to give their written approval of the proposed arrangements, if necessary.

### **PARENT/GUARDIAN RESPONSIBILITIES:**

Parents/Guardians will be encouraged to participate fully in their child's education.

Parents/Guardians must ensure that the school has up to date contact information, including current mobile phone numbers and email addresses, of all caregivers, at all times. Parent/Guardians must immediately inform school staff if there is any change in the given home address or contact details.

Parents/Guardians must ensure that their child is punctual, wears the correct school uniform, and participates in a respectful manner during all school activities. They must ensure that their child does not bring prohibited items onto the school premises.

Parents/Guardians must ensure that their child brings a healthy lunch and sufficient water to school every day or brings money to purchase a meal from the school canteen.

Parents/Guardians will be encouraged to support their child in all academic tasks. This includes bringing the required learning materials to school every day, ensuring the regular completion of homework, and preparing for all forms of assessment that take place during the school year.

Parents/Guardians will be encouraged to seek information regarding the academic program of the school, or other matters that arise, if they have questions or need clarification, regarding their concerns, by following up with Supervisors, Coordinators and Class Teachers. Parents can express





REF: EFIA/PLCY -003/2021-22

Issue Date: 05/04/2021

concerns and make comments regarding school programs, policies, and future development through participation in the Parent Committee.

Parents/Guardians must contact the Supervisors to arrange all meetings with teachers. Parents cannot contact teachers directly. All meetings with teachers must take place in the **Conference Room**. A child's teacher, as well as another member of the school administration, should attend all meetings with parents.

Parents/Guardians must not initiate conversations with any member of staff about other children in the school.

Parents/Guardians must respect the privacy of other students in the school. Parents cannot talk or meet with other students at the school.

### COMMUNICATION STRATEGIES BETWEEN PARENTS AND SCHOOL STAFF

The Administration seeks to facilitate continuous and open communication between parents and school personnel through many channels to ensure the safety and wellbeing of all students. Staff will communicate with parents professionally and skillfully to support students' achievement to their full potential.

### CIRCULARS AND LETTERS TO PARENTS

Parents should read emails, SMS messages, and circulars sent home by school personnel carefully. Parents should check the School Website and Portal on a regular basis. These strategies are essential ways of communicating with parents.

### STUDENT'S HOMEWORK DIARY

The student's Diary is an excellent multi-purpose communications tool. The diary contains details about daily homework, notices, reminders and academic program information. It is important for parents to check their child's Diary carefully, on a daily basis. Each student is responsible for writing important information in their diary. Teachers will ensure that younger students complete their diary on a daily basis, as needed. Parents can write comments and concerns to their child's teacher. Teachers can inform parents about their child's activities while at school. Parents must sign their child's Diary. This is a way to track parent participation in a child's progress at school as well as being a way to communicate with a child's teacher.

### REPORT CARDS:

Students have the Report Card published online at the end of the academic year. The School will intimate the date for the distribution of the Report Cards. Teachers may contact parents to discuss the progress of their child, if deemed to be necessary. Special Mark list may be prepared and issued based on the parent's request by contacting the Supervisor.

### TELEPHONE NUMBERS

Parents must provide up to date contact numbers to school staff in order to receive SMS messages about absence and school events and so the School can reach Parents/Guardians for urgent issues at any time during the school day.







REF: EFIA/PLCY -003/2021-22

Issue Date: 05/04/2021

## **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/TEACHER MEETINGS**

Parent/Teacher Meetings take place three times per year: in the middle of Term 1 and after the completion of Term 1 examination, middle of term 2 and before the annual examination. The School Calendar lists these dates. Reminders are sent to parents via website, portal and class WhatsApp groups. The School expects that parents will have positive, calm, and constructive discussions with teachers and members of the Administration.

## **URGENT PARENT/TEACHER MEETINGS**

Special Parent/Teacher Meetings are encouraged for certain circumstances. These meetings occur during the school day or after school, depending on a teacher's schedule. Meetings are by appointment only. Parents must make an appointment in advance if they need to discuss any matter with a teacher. The school cannot arrange such meetings on the spot. These meetings must take place in the conference Room. All matters must be discussed in coordination with a child's teacher, Supervisor or the Academic coordinator. Parents must respect the privacy of other students in the school. Parents cannot talk to or meet with other students. This ensures the safety of all students.

## **PROTOCOLS FOR CONTACTING AND MEETING WITH TEACHERS**

Parents must contact teachers through the Administration. Parents cannot contact teachers or go to classes directly. Emirates Future International Academy is a Safety Zone for student learning. Parents cannot enter the school campus without an appointment, and they must enter through the Main Administration areas.

They will meet with school staff in the conference rooms. The School expects parents to be fully aware that it holds the sole responsibility for its teachers. Therefore, if parents have any misunderstanding with a teacher, they must refer it to the Administration.

## **PARENT TEACHER ASSOCIATION (PTA)**

To contribute towards the development of the school, parents participate in the Parent Teacher Association. The School invites all parents to participate in the creation of an atmosphere of positive cooperation between parents and the larger school community. Parents are sought as partners to support the implementation of the school's Vision, Mission, Philosophy and Values.

## **SCHOOL WEBSITE AND PORTAL**

The school's website is [www.efiaschool.com](http://www.efiaschool.com). Parents are responsible for initiating regular visits to the school website and portal in order to obtain information regarding school activities and to access Report Cards.

