



1. Policy Statement

At Brighton College, Abu Dhabi Parents and Guardians are encouraged to be involved and take an active interest in their children's education, welfare and progress. They are encouraged to participate and become active members of the school community.

2. Aims

To build and maintain effective, positive, open and honest communication with the parents. To establish an ethos where parents are welcomed and included in their child's education and all aspects of school life.

3. Practice and Procedure

The School Role:

The Heads of School and all staff shall recognise the important role Parents and Guardians play in the educational development of the pupils and shall therefore:

- Ensure that communication and correspondence is conducted in a timely, professional and constructive manner. Communication methods include the use of the school Communicator, emails newsletters, Twitter, Facebook, Internet portals phone calls, face to face meetings and letters.
- Ensure teachers contact Parents/Guardians when necessary to discuss academic or behavioural issues that arise in the classroom or other areas relevant to the School and its activities.
- Facilitate regular and formal reporting systems that includes parents evenings, Pupil led Conferencing, introductory talks, workshops and visits
- Enable opportunities for Parents/Guardians to visit the School and meet with the Heads of School, Heads of Department / Year and teachers who are involved in their children's education.
- Provide opportunities available for Parents/Guardians to participate in School activities.
- Share with Parents/Guardians all relevant School policies and related procedures ensuring they have continuous and easy access to said policies and procedures.
- Keep a record of all communication with and involvement of Parents/Guardians.

4. Assessment and Record Keeping

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- Minutes from Parent Reps and OSRA meetings are held on file
- Emails and other communication is stored for reference

The Parents Role

Brighton College will encourage parents to participate actively in specific areas such as:

- Attending regular Parents/Guardians meetings and evenings.
- Participation in extra-curricular activities organised by the School such as scientific, cultural, social, sporting or art events after obtaining ADEC approval for them, and other relevant entities.
- Voluntary participation in School and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events. after obtaining ADEC approval for them, and other relevant entities.
- Participating in other School activities including OSRA and Parents Representatives
- Playing an active role in their children's education including: ensuring their children's punctual attendance at school every day, their completion of homework assignments, and staying informed of their progress.
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Parents'/ Guardians' Rights

All Parents/Guardians shall have the right to become familiar with the School's day-to-day life and goals. Schools shall ensure parental/guardian rights are addressed including, but not limited to:

- Protecting their child's privacy in all ways, including protection from the dangers of the Internet
- Receiving regular reports on pupils' progress.
- Meeting his or her child's teachers or tutors/academic advisors at least twice during the year for the purpose of discussing the child's behaviour and academic performance.
- Visiting a classroom in which their child is attending a lesson at least once during each academic year, after informing the Principal and receiving permission to do so if necessary.
- Obtaining 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.
- Being informed about all School policies that have an impact on Parents/Guardians and their children, such as the Pupil Code of Conduct, Behaviour and Welfare Policy Attendance Policy and tuition fees.
- Parents have the right to submit a written query regarding their child's report. The Head of School should respond within 10 working days. The Head of School may refuse the Parent/ Guardian's request to change the report. If the issue is not resolved the parents has the right to follow the Complaints Policy.



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All written communication and formal interactions with parents are recorded and held within each school..

5. Staffing and Resources

All staff at the College are expected to act in accordance with this policy.

6. Monitoring and Review

This policy is to be reviewed and checked annually by the Head Master.

7. Approved by

Head Master on behalf of the College: _____

Chairman on behalf of the Governors: _____

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Name Change	ECP	01/09/2016
2.0	Changes in line with ADEC policy review	DHM	06/06/2017

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