



ST. MARY'S *Catholic High School, Dubai*

PARENT ENGAGEMENT POLICY

2025-2026

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INTRODUCTION

At St. Mary's Catholic High School all parents are equally valued as part of our Marian Family. Children benefit most when we work in partnership with their parents. We are therefore committed to communicating with parents to improve our knowledge of the needs of their children.



PURPOSE

- Set out KHDA's expectations in relation to schools' engagement with parents.
- Define the guidelines for the KHDA Parent-School contract.
- School involves parents in their child's learning journey. This involvement goes beyond academic support to encompass emotional, social, and holistic development. Parents are encouraged to actively participate in activities that support their child's educational goals.
- Promote effective communication between the school and parents and offer opportunities for parents to actively participate in their children's education.

POLICY

1. Parent-School Contract

- The school shall require all parents to sign a parent-school contract prior to their child's enrollment in the school and annually upon re-enrollment which shall:
 - a) outline the obligations of each party and require parents to accept the full set of school policies.
 - b) shall include a code of conduct for parents when interacting with the school community, and an acknowledgment of the Student Code of Conduct



Parent Code of Conduct

- The school collaborates with parents to enhance their child's learning. To promote positive role modelling by parents, the school will mandate parental agreement to adhere to the following code of conduct as a minimum requirement:
- a) Respect the vision, mission, and value statements of the school and its learning environment.
 - b) Interact with all members of the school community, including students, staff (including security guards, cleaners, etc.), and parents, in a professional and respectful manner, prioritizing relationships that benefit the students' best interests.
 - c) Recognize that the education and wellbeing of every child during their time in school is a shared responsibility, built upon a positive relationship between the school and the parent. Both parties commit to their respective responsibilities, including ensuring that children engage in home learning, receive sufficient sleep, consume nutritious foods, and participate in physical activity.
 - d) Demonstrate exemplary speech and behaviour, setting a positive example for others, and show a readiness to address concerns in a professional manner, whether through verbal or written communication. This includes refraining from raising one's voice or using offensive language.
 - e) Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media.
 - f) Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any dispute.
 - g) Correct their own child's behaviour (or those in their care), where it could lead to conflict/ unsafe conduct or limit the ability of other children to learn.
 - h) Commit to and be respectful of the school's general policies while on the school premises and behave and dress in a manner that is respectful of UAE national identity and cultural values and its current legislation.

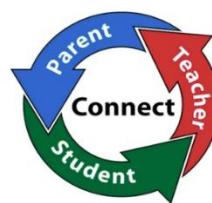


- i) Ensure excellent daily attendance and punctuality of their child, refrain from scheduling holidays outside official school breaks, monitor their child's academic performance, and adhere to arrival and pick-up timings.
 - j) Adhere to the school's assessment related policies monitoring their child's work for plagiarism, avoiding unnecessary assistance, and ensuring authenticity. This also involves refraining from providing false information or excuses for absences.
 - k) Respond to teacher requests to attend parent/teacher meetings as invited and maintain frequent positive communication to benefit their child's learning and steady progress.
 - l) Cooperate with the school's recommendations for additional learning support or external assessments when required.
- Parents may be asked to leave the school premises or denied access if they disrespect or ignore minimum requirements, at the discretion of the school authorities.

2. Parent Engagement

The school shall facilitate access to information, staff, resources, and support to encourage parental involvement in their child's education.

- **Interaction and Communication with Staff:** The school shall enable courteous, respectful, and professional parent-staff interactions and communication channels.
- ✓ School ensures that parents have direct access to their child's teacher(s) for progress updates. Additionally, parents should have direct access to all staff members involved in planning or providing extra support for their child. Teachers and educators are required to contact parents when necessary to discuss academic or behavioral concerns. Parents are expected to adhere to the school's code of conduct and interact respectfully with staff. The school sends regular reminders of expected staff response times during working hours, along with alternative contact information for emergencies.



Student Learning and Progress:

- ✓ The school engages parents in the planning of their child's education when their active engagement is required (e.g., placement decisions, pullout, and push-in support decisions) and obtains consent where required.
- ✓ Where external specialist support is provided, the school shall follow up with parents who are expected to monitor the student's progress and periodically update a school-nominated staff member.



Assessment Guidance

- ✓ The school collaborates with parents in encouraging students to aim to do their best in internal and external assessments.



Curriculum Transfer and Equivalency:

The school supports and guides parents considering a curriculum switch, informing them of the potential impact on learning continuity and challenges that may arise. Additionally, the school informs parents about UAE equivalency requirements and requires them to sign an undertaking if they choose not to seek equivalency.

- **Student Performance Reports:** The school shares student performance reports with parents in digital format and offers opportunities for parents to meet with teachers at least once per term to discuss their child's learning progress.
- **Home Learning Support:** The school encourages home-based learning support to promote parent-student interaction in the home environment for all students.



➤ **Engaging Parents in Their Child's Wellbeing**

1. Wellbeing: The school promotes awareness of their wellbeing strategy and associated wellbeing policies to parents.
2. The school encourages parents to pack healthy and balanced meals and snacks for their child, using sustainable practices, and informs them of food restrictions.
3. The school communicates the Student Health & Safety 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.
4. The school informs parents about their inclusive admissions processes, requests for clinical assessment reports, and any inability to accommodate students if applicable.
5. The school encourages parents to support their child's participation in extracurricular activities and facilitates this by sharing monthly calendars where possible and other important details.
6. The school engages parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety. Parents will be made aware of the school's digital policy.
7. The school informs parents of its sustainability strategy, policies, and initiatives.
8. The school shall allow access to Dubai Health Authority (DHA), appointed health providers and facilitate their task of conducting the school-based immunization program for students and their parents in line with DHA guidelines.
9. In case of medical emergency school nurses will inform the parents of the required intervention.



3. Parent Involvement and Notification

1. The school provides opportunities for parents to visit the school and meet the Principal, Vice Principal, teachers, and other staff through REPORT DAYS.
2. The school has a Governing Board that includes at least one parent representative.
3. The school has a PTA which is a liaison between parents and the school and that is responsible for parents' involvement in school.
4. The school enables parents to pay the KHDA-approved school fees in a timely and convenient manner.
5. The school publishes its inspection rating and report on their website and makes these available to parents.
6. The school shall share the school calendar with parents once it has been approved by KHDA.
7. 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, and use of non-school bus transportation.
8. The school shall keep a record of all written communication with parents.



4. Parent Communications

This communication occurs across various mediums:

- The school website
- SIMS Parent App
- Class group email
- School Diary (for primary only)
- Google Classroom
- Telephone calls
- Official letters for disciplinary awareness and/or action / academic concerns/ consent for various events/stay backs etc
- Newsletters (like a school magazine)



How do we keep parents informed at a macro level ?

The school sends out a detailed weekly circular every single Friday with all relevant information to parents. Some information requires repetition from week to week and therefore we have a coloured block at the start of each weekly circular that covers topics that are NEW for that particular week.

How do parents receive this?

- Parents can either view the circular on the school website or in their SIMS PARENT APP or via the class group email from the class teacher.
- The school has sent out a circular for each of the thirty-two weeks thus far.
- In addition, if there is any information that has to be sent out to only a particular YEAR GROUP/ Cohort, then that is posted via the SIMS PARENT APP and the class group email.

The SCHOOL WEBSITE

The school website remains the key destination for parents to locate important information regarding their child's life at school. Each department has a dedicated area that parents can easily navigate to locate information seamlessly. All subjects long-term plans/ examination timetables / key policies/ school fee structure / can be accessed via the school website. The school website is also used to celebrate student achievements and to give parents a glimpse into various school events through a collage of pictures posted for each event.



THE SIMS PARENT APP

Feedback from parents propelled a major shift in resetting the SIMS parent app for ALL parents using their own personal email ID and not the child's school ID as was formerly the case. Parents welcomed this move at the start of this academic year.



Parents can check into the app to find daily attendance updates for their children.

All Assessment reports are shared with parents via the SIMS Parent App.

All circulars are shared via the App.



CLASS GROUP EMAIL

The IT department sets up a class group email for each class with the class teachers and students using school email IDs only.

This is useful when information has to go to only certain classes such as reminders about GL/NGRT/CAT-4 exam requirements/ coloured clothes days etc.

SCHOOL DIARY (FOR PRIMARY ONLY)

The school diary was reintroduced as requested by several parents who cited it as being more user friendly to quickly scribble a note to the teacher in the morning for example or check requirements for the day.

The school diary has dedicated spaces for teachers to inform parents about tardiness/ uniform infractions/ books not brought etc. Parents have a dedicated space to write a quick note to the teacher. Leave application forms are also available in the school diary.

Frequently, short reminder slips are sometimes pasted in the diary by teachers to remind parents of important next day events and /or requirements.

GOOGLE CLASSROOM

Google Classroom, which was introduced during the pandemic has remained a successful medium for teachers to communicate academic information to students.

Every teacher has a Google Classroom with his/her class and all academic information that includes assignments/ homework / homework reminders / study aids/ teaching material is posted in Google Classroom.



TELEPHONE CALLS

These are used to communicate any urgent information to parents or to book meetings/ consultations with parents. The primary reception has a dedicated phone line as primary parents use this medium more frequently to get in touch with the school. The clinic also has a dedicated phone line for use. In some instances, a phone call is also made as an additional means of communication to back up an email for example contacting candidates for entrance tests/ contacting parents of merit list achievers for the Pearson Excellence Awards etc.

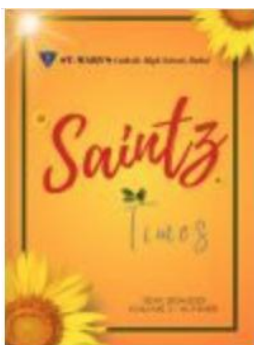


OFFICIAL LETTERS

The school communicates with some parents using an official letter to be acknowledged in cases of discipline/ academic concern etc where an acknowledgement is required and where a letter is retained on file.

NEWSLETTERS

Our school newsletter, “Saintz Times” serves as a medium of communication between the school and parents. It has a detailed round up of all the events and competitions that our students regularly take part in, in and outside of our school. Every year we have three issues of the newsletter. It’s a mix of articles, photos and also students’ creativity in the form of stories, artwork, poems etc. It’s the combined effort of a team of students and teachers; the students are our reporters who write the articles, and the teachers guide them and help them in this endeavor. Every term’s newsletter has a specific theme, and students of different year groups are given a chance to submit their creations for the newsletter. For our Marian community, it acts as a glimpse into their children’s school life, a celebration of all the activities they have, their achievements and sometimes even their unique talents.



Next date for Review : June 2026.