

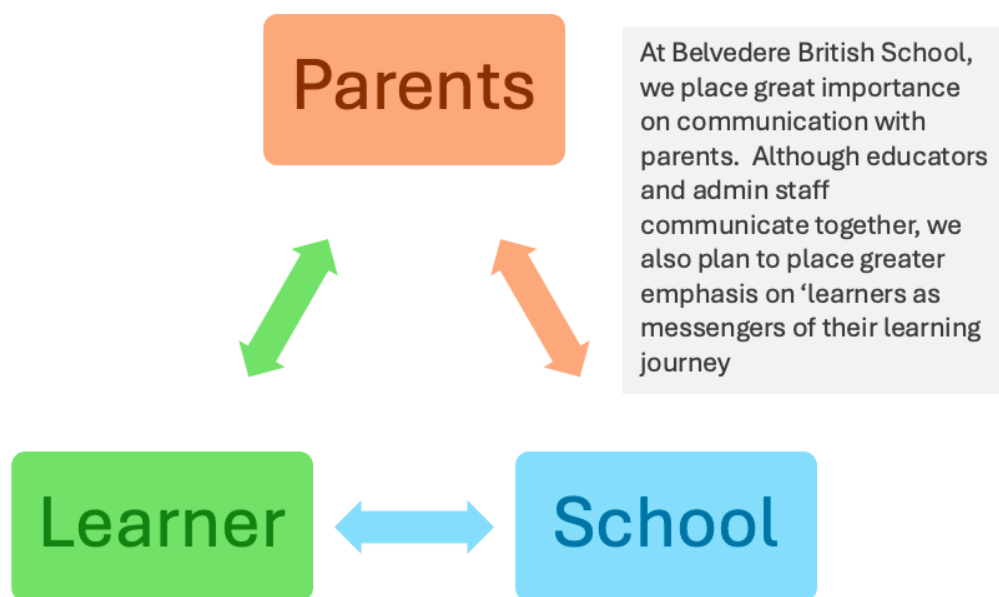


Parent Engagement Policy

Academic Year 2026 – 2027

1. Introduction

At Belvedere British School, we value collaboration with parents and are fortunate enough to have very active and outspoken parents who show concern for their children, their education and hold us to high standards. We have an open-door policy when it comes to meeting parents in person and follow a 24-hour reply guideline when dealing with online communications. Our Parents' Association, called 'Parents in Partnership' is active, and we are lucky enough to have dedicated parents on our Board of Governors.



This policy sets out what Belvedere British School has in place to ensure that we are engaging our parent body, both as the home teacher of their children and as a member of the school community.

2. Purpose

- Set out ADEK's expectations in relation to BBS's engagement with parents.
- Outline the requirements of our parent-school agreement and parent handbook.
- Stipulate the requirements for parent engagement, including their role in supporting their child's learning, development, and well-being, and further opportunities for parent involvement in life at BBS.
- Set out how we strive to communicate effectively with parents, and to provide parents with opportunities to actively engage in their children's education

3. DEFINITIONS

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within the school on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented). For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities, but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.
Documented Learning Plan	A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by BBS staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behaviour Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioural, language, or social and emotional need.
Extracurricular Activities (ECA)	Organised activities that students can participate in that are usually external to the school curriculum (but may be connected to it). Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to, sports teams, clubs, private sports lessons, competitions, performances, recreational activities, field trips and overseas travel, as well as activities hosted virtually.
Head of Inclusion	The Senior Leader with the responsibility for the coordination of provision for students with additional learning needs.
Healthy Eating	Consuming a variety of foods to ensure the intake of nutrients (carbohydrates, healthy fats, proteins, vitamins, and minerals) and fluids in appropriate proportions and quantities to support the energetic and physiological needs of the individual and maintain overall health. Healthy eating includes sustainable practices that consider the health of the planet (Cena & Calder, 2020).
Individual Assistant	Formerly known as “Shadow Teachers”, Individual Assistants are parent-funded staff who provide 1:1 support for students with additional learning needs for any logistical, safety-related, behavioural, medical, and/or social and emotional need. In these cases, the student requires 1:1 support for at least 50% of their school day.

Parent	The person legally liable for a child or entrusted with their care, defined as the custodian of the child, as per the Federal Decree Law No. (3) of 2016 Concerning Child Rights.
Parent Engagement	Active involvement of a parent and their collaboration with the school to support and improve their child’s learning, development, and well-being.
Parent involvement	Participation of a parent in school activities, to support ongoing school improvement, community relationship-building, and/or leadership decision-making.
People of Determination (PoD)	Every person suffering from a temporary or permanent, full, or partial deficiency or infirmity in their physical, sensory, mental, communicational, educational, or psychological abilities to an extent that limits their possibility of performing the ordinary requirements (Federal Law No. (29) of 2006 Concerning the Rights of People of Determination).
Governing Board	The governing body of a school, appointed by the school owners, including qualified representatives and parents. The governing board is the senior authority of the school, with responsibility for the overall governance of its activities.
School Fees	All fees charged to parents by a school.
Sustainable Meal Practices	Meal practices with low environmental impacts, including low carbon footprint, and which are accessible, affordable, and healthy, while optimising natural and human resources (FAO, 2010).
UAE General Education Certificate (Shahadat Al Thanawiya Al Amma)	UAE's general secondary education lasts 3 years, covering grades 10, 11 and 12. It is comprised of a common year 1 and then pursued by a specialisation in Science or Arts. Upon the completion of the 12th year, students are required to sit the examination in order to qualify for a general education certificate.

4. Policy

4.1. Parent-School Agreement

- 4.1.1 Requirements:** BBS requires all parents to sign a parent-school agreement before their child’s enrollment in the school and annually upon re-enrollment.
- 4.1.2** The agreement outlines the obligations of each party and requires parents to accept the full set of our policies.

- 4.1.3** The agreement includes a code of conduct for parents (see Section 1.2 Parent Code of Conduct) when interacting with the school community, and an acknowledgement of the Student Code of Conduct (see *ADEK Student Behaviour Policy*) that parents are expected to ensure their children adhere to. The code of conduct is aligned with the *ADEK Values and Ethics Policy*, *ADEK Digital Policy*, *Student Behaviour Policy*, *ADEK Inclusion Policy*, *ADEK Cultural Consideration Policy*, and *ADEK Student Administrative Affairs Policy*.

4.2 Parent Code of Conduct: BBS staff work in partnership with parents to support their child's learning. In encouraging parents to model appropriate behaviour, we require parents to agree to the following code of conduct at a minimum:

- 4.2.1** Respect the vision, mission, and value statements of the school and its learning environment.
- 4.2.2** Treat members of the entire school community, including students, staff (including security guards, cleaners, etc.), and parents, in a professional and respectful manner and maintain relationships in the best interest of students.
- 4.2.3** Acknowledge that the education and well-being of each child whilst in school is a joint responsibility based on a positive school-to-home relationship between the school and the parent, and that they will commit to their responsibilities (e.g., ensure their children engage in home learning, get adequate sleep, consume healthy foods, engage in physical activity).
- 4.2.4** Set a good example with regard to speech and behaviour and a willingness to resolve concerns in a professional manner whether verbal or written (e.g., not raising one's tone of voice or using offensive language).
- 4.2.5** Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the *ADEK Cultural Consideration Policy*.
- 4.2.6** Seek to clarify a child's version of events with the school's view in order to bring about a peaceful solution to any disputes.
- 4.2.7** 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.
- 4.2.8** Commit to and be respectful of the school's general policies, and whilst on school premises and behave and dress in a manner that is respectful of UAE national identity and cultural values and its current legislation.
- 4.2.9** Strive to achieve and maintain excellent daily attendance and punctuality of their child, including not taking holidays outside of official school breaks, following up on their child's academic performance, and being respectful of arrival and pick-up timings.
- 4.2.10** Respect the school's policy on academic honesty and integrity (i.e., monitoring their child's schoolwork for plagiarism, refraining from providing unnecessary assistance) to ensure the work accurately reflects the child's ability. This includes refraining from providing false information to the school (i.e., submitting fraudulent documents and making false excuses for absences).
- 4.2.11** Respond to teacher requests to attend parent/teacher meetings as invited and maintain frequent positive communication to benefit their child's growth and steady progress.
- 4.2.12** Cooperate with the school's recommendations for additional learning support,

in instances where the school deems learning support is necessary for their child's educational progress and development.

- 4.2.13** Should the above minimum requirements be disrespected or ignored, at the discretion of the school, parents may be asked to leave the school premises or be denied access.

4.3 Parent Handbook

4.3.1. Requirements: BBS shares a Parent Handbook that includes information about the school's programs, policies, and procedures. Parents receive the handbook at the beginning of the academic year. The handbook is reviewed each year, but always includes:

4.3.1.1 A welcome and our school vision and values, the school rules, policies, and procedures relating to admission, enrollment, tuition fees, uniform, daily schedule, attendance and punctuality, behaviour, academics, curriculum, assessment, communication protocols, nutrition, student protection and welfare, and transportation, as per the relevant ADEK policies.

4.3.1.2 A blank copy of the parent-school agreement is found at the end of the handbook.

4.4 Parent Engagement

4.4.1 Engaging Parents in Their Child's Learning: At BBS, we promote parent engagement in the learning and development of their children by facilitating access to information, staff, resources, and support.

4.4.1.1 Interaction and Communication with Staff: At BBS we always engage parents in a friendly, helpful and respectful way through a number of communication channels.

4.4.1.2 We grant parents direct access to their child's teachers to follow up on their child's progress.

4.4.1.3 We grant parents direct access to all members of staff who are planning for or providing additional support for their child (e.g., Inclusion Assistant, Counsellor, Social Worker).

4.4.1.4 We ensure teachers and educators contact and notify parents when necessary to discuss any student's academic or behavioural issues, as per the *ADEK Student Administrative Affairs Policy*, *ADEK Educational Risk Policy*, *ADEK Inclusion Policy*, and the *ADEK Student Behaviour Policy*.

4.4.1.5 We emphasise that parents are to abide by the school's code of conduct for parents and interact courteously and respectfully with all staff.

4.4.1.6 We send regular reminders of expected staff response times during the school's working hours, including alternative contact information for emergencies as per the *ADEK Student Administrative Affairs Policy*.

4.4.2 Student Learning and Progress: At BBS, we engage parents in student learning by sharing information on the school's curriculum, their child's expected learning outcomes for the year, and strategies to engage and support their child in their learning process.

4.4.2.1 We also engage parents in the planning of their child's education when their active engagement is required (e.g., placement decisions, pull-out, and push-in support decisions) and obtain consent where required as per the *ADEK Curriculum Policy*, *ADEK In-School Specialist Policy*, *ADEK Inclusion Policy* and the *ADEK Student Administrative Affairs Policy*.

4.4.2.2 Where external specialist support is provided, we follow up with parents who are expected to monitor the student's progress and periodically update a school-nominated member of staff as per the *ADEK Student Behaviour Policy*.

4.4.3 Assessment Guidance: We offer partnership with parents in encouraging students to aim to do their best in internal and external assessments. We endeavour to support parents in developing an understanding of their child's assessment results and next steps for learning through direct communications, workshops, and training sessions as per the *ADEK Assessment Policy*.

4.4.4 Curriculum Transfer and Equivalency: BBS staff provide support and guidance to parents who are seeking to switch curricula, ensuring that they are aware of the impact of changing curricula and the potential challenges that may arise from a break in the continuity and progression of learning. Schools shall additionally inform parents of UAE equivalency requirements and require their signing of an undertaking should they choose not to seek equivalency.

4.4.5 Student Performance Reports: We always share student performance reports with parents in digital format and provide opportunities for parents to meet with teachers at least once every term to discuss their child's learning as per the *ADEK School Performance Reports Policy*.

4.4.6 Home Learning Support: BBS encourages home-based learning support to promote parent-student interaction in the home environment for all students, including students with additional learning needs, as per the *ADEK Inclusion Policy*.

4.5 Engaging Parents in Their Child's Well-being: Schools shall promote parent engagement in promoting and supporting the well-being of their children.

4.5.1 Wellbeing: We promote awareness of our wellbeing strategy and associated wellbeing policies to parents. Parents are also given the opportunity to provide feedback on improving their child's wellbeing at school by partaking in parental wellbeing surveys as per the *ADEK Wellbeing Policy* and the *ADEK Quality Assurance Policy*.

4.5.2 Healthy Eating and Food Safety: BBS encourages parents to pack healthy and balanced meals and snacks for their child, using sustainable practices, and inform them of food restrictions and foods to avoid bringing to school, particularly during events where food is shared. We always inform parents of any food-related concerns for their child on the same day that the concern was noticed and require them to submit information regarding their child's food allergies as per the *ADEK Healthy Eating and Food Safety Policy*.

4.5.3 Mental Health Awareness: BBS communicates our Student Mental Health Policy to all parents, including ensuring school counsellors and teachers inform parents of any identified counselling needs for their child, requirements related to confidentiality and parental consent, and implications for parents who refuse to give consent. As per the *ADEK Students' Mental Health Policy*, we inform parents of the mental health education programs conducted in schools and offer engagement opportunities. Where external support is being provided, parents shall monitor and report progress to the counsellor, who in turn shall inform BBS's Mental Health Committee or Lead, as per the *ADEK Student Mental Health Policy*.

4.5.4 Inclusive Provision for Students: Parents are informed of BBS's inclusive admissions processes, requests for clinical assessment reports, inability to

accommodate students (if applicable), and we provide regular progress updates on their child's learning, and engage parents in decision-making related to any modified curriculum pathways that may affect equivalency requirements. Parents are always informed of any rare occurrences of additional fees for support that is not part of our standard inclusive provision, referrals for specialised placement, and/or requirements for Individual Assistants or a dedicated Inclusion Assistant as per the *ADEK Inclusion Policy* and the *ADEK In-School Specialist Services Policy*.

- 4.5.5 Extracurricular Activities (ECAs):** BBS encourages parents to support their child's participation in extracurricular activities and we facilitate this by sharing the ECA calendar and all other information, documents, and systems to assist them in registering. Where appropriate, we also encourage parents to volunteer to lead or assist ECAs, as per the *ADEK Extracurricular Activities and Events Policy*.
- 4.5.6 Digital Practices:** We endeavour to engage parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety, as per the *ADEK Digital Policy*.
 - 4.5.6.1 BBS communicates to parents our responsible digital usage policies for students, including what is permitted/ prohibited to do on the school's premises, network, and systems.
 - 4.5.6.2 We ensure that we only take photographs and/or video recordings of students after obtaining written consent from parents.
- 4.5.7 Sustainable Practices:** BBS informs parents of our sustainability strategy, policies, and initiatives, and encourages their involvement and contribution as per the *ADEK Sustainability Policy*.
- 4.5.8 Immunisation:** At BBS, we provide access to Department of Health (DoH)-appointed health providers and facilitate their task of conducting the school-based immunisation programme for students and their parents in line with DoH guidelines as per the *ADEK Health and Safety Policy*.
- 4.5.9 Provision of Emergency Medical Services:** In the event of an emergency and absence of parental consent, our school nurses inform parents of the requirement for intervention and take necessary measures to ensure the student's well-being, as per the *ADEK Health and Safety Policy*.
- 4.5.10 Weight Limits of School Bags:** Our Health and Safety team informs parents, with regular reminders, to adhere to maximum weight limits for students' school bags as per the *ADEK Health and Safety Policy*.

4.6 Parent Involvement and Notification: BBS provides clear guidelines for parent involvement in school activities and ensures that they are notified of crucial information.

- 4.6.1 Visits to School:** We provide termly opportunities for parents to visit the school and have an open-door policy to meet the principal, teachers, and other staff. We conduct at least one open day event per year where parents can visit their child's learning spaces (e.g., classroom, other facilities).
- 4.6.2 Volunteering:** As well as our Parent's in Partnership group we encourage parent volunteering and inform them of the requirements (e.g., Private Schools Staff Information System (PASS) registration/security clearance, student protection training) as per the *ADE Employment Policy*, *ADEK Safeguarding Policy*, and the *ADEK Student Protection Policy*. Parents will also need to adhere to the *ADEK*

Values and Ethics Policy, ADEK Cultural Consideration Policy, ADEK Professional Code of Ethics, and Code of Conduct for Education Professionals in General Education (MoE, 2022) when carrying out their volunteering duties.

- 4.6.3 Participation in School Events:** We actively promote parent attendance (e.g., as spectators or volunteers) at school events (e.g., UAE's National Day celebration, graduation ceremonies, sports competitions) as per the *ADEK Extracurricular Activities and Events Policy*.
- 4.6.4 Governance:** At BBS, the majority of our Governing Board members are parents of current or former students and are representatives with voting rights, as per the *ADEK Governance Policy*. Of course, parent members are expected to represent the interests of the parent body, and not their own personal interests or the specific interests of their child(ren).
 - 4.6.4.1 Parent representatives:** At BBS, our Parents in Partnership association, alongside its governing body, has at least one parent representative per year level to serve as a liaison between the teacher(s) and parents.
 - 4.6.4.2 Parents in Partnership:** BBS has established a parent committee to represent the parent community, liaising between parents and schools, and that is responsible for parents' involvement in school. Parents shall also have the opportunity to be involved in the School National Identity Committee, as per the *ADEK Governance Policy*.
 - 4.6.4.3 Support to Parent Council:** BBS staff and the Principal provide support to the Parents in Partnership association and to the Board where necessary, and they actively encourage parent involvement and engagement, as per the *ADEK Governance Policy*.
- 4.6.5 Fees:** BBS works towards helping all parents to pay the ADEK-approved school fees in a timely and convenient manner, without charging Value Added Tax (VAT). BBS is committed to ensuring that parents receive information outlining their response to non-payment or late payment of school fees, as per the *ADEK Fees Policy*.
- 4.6.6 Inspection Ratings:** BBS publishes the school's inspection rating of 'Very Good' outside the school in admissions interviews and reports it on their website as per the *ADEK Quality Assurance Policy*.
- 4.6.7 School Records:** In relation to students transferring schools within or outside the UAE, BBS staff obtain parent consent before transferring student information to any third party. We keep parents' details within the school and ensure that they receive a copy of any reports on student information submitted to ADEK. We are also authorised to allow parents to access their child's school records upon request (particularly those such as medical files that cannot be removed from the clinic) as per the *ADEK Records Policy* and the *ADEK Reporting Policy*.
- 4.6.8 Student Protection:** BBS informs parents of our duty of care in the protection of students. Sudden unexplained withdrawal of a student from school may be reported as a maltreatment concern. We conduct related orientation sessions to ensure parent awareness regarding student protection, in particular, that all members of our community are mandated reporters as per the *ADEK Student Protection Policy*.
- 4.6.9 Safeguarding:** BBS also notifies parents of all relevant requirements to safeguard students and the school, such as the issuance of permanent access passes, authorisations for unaccompanied Cycle 3 students, arrival/departure

notifications, pre-registration of guests for school events, protocols to inform the school of changes to pick-up arrangements, and other requirements as per the *ADEK Safeguarding Policy*.

4.6.10 School Calendar: BBS shares the school calendar with parents once it has been approved by ADEK as per the *ADEK School Calendar and Public Holidays Policy*.

4.6.11 Transportation: BBS proudly informs parents about our bus services and communicates parent obligations and associated information regarding drop-off and pick-up protocols and authorised persons, parking, use of non-school bus transportation (scooters, bicycles, etc.), consent required, and other requirements as per the *ADEK Transportation Policy*.

4.6.12 Inclusion: At BBS, we ensure equitable access for parents of students with additional learning needs and parents who are people of determination to be involved in the above, as per the *ADEK Inclusion Policy*.

4.6.13 Informing Parents of School Suspension/ Closure: We understand that ADEK reserves the right to suspend our license as part of the escalation procedure. During license suspensions, reinstatements, or cancellations, ADEK shall inform parents once a decision has been finalised. In cases of school suspension or closure, BBS will ensure that we fulfil their legal and contractual commitments, return any undeserved fees, and provide any relevant student reports and transfer certificates, as per the *ADEK Compliance Policy*, *ADEK Licensing Policy*, *ADEK Records Policy*, and the *ADEK Student Administrative Affairs Policy*.

4.7 Means of Communication: BBS communicates with parents using:

4.7.1 School newsletters, telephone calls, SMS, e-mails, letters, internet portals, and meetings, and we consider the accessibility needs and preferences of parents as per the *ADEK Digital Policy*.

4.7.2 In emergencies, BBS uses a mass notification system to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps), as per the *ADEK Health and Safety Policy*.

4.7.3 BBS keeps a record of all written communication with parents, as per the *ADEK Records Policy*.

5. 4. Compliance

5.4.1 This policy has been effective as of the start of the Academic Year 2024/25 (Fall term).

5.4.2 We understand that failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021, Promulgating the Crimes and Penalties Law or any other relevant law. ADEK reserves the right to intervene if the school is found to violate its obligations.

6. References

- Federal Decree Law No. (3) of 2016 Concerning Child Rights.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- Ministerial Decree No. 820 of 2014 on Registration Terms for Students.

7. Publications

- 2024 (January) ADEK_School_Parent Engagement Policy_v.1.0
- Department of Education and Knowledge, Abu Dhabi (ADEK)
- This policy replaces Policy 56 (Informing Guardians of the School Program) in the Private School Policy and Guidance Manual 2014-2015.

- This policy applies to Charter Schools. However, any circular issued prior to this policy or issued specifically for Charter Schools thereafter supersedes the requirements of this policy.

Review and Approval

Review Date: June 2026

Next Review Date: June 2027

Approved by:

Principal

BBS Board of Governors

School Stamp