

GIIS-AD-Policy-26-27-008

PARENT INVOLVEMENT AND ENGAGEMENT POLICY

Last Review	April 2026
Revised on	14 April 2026
Reviewed by	Principal, Vice Principal, SLT and Inclusion Head
Next Review	April 2027

SCOPE/INTENT

This policy shall cover parents of students enrolled in the school. The policy aims to provide broad guidelines for the active engagement of the parents in the schooling of their children.

RESPONSIBILITY & AUTHORITY

The receptionist shall be a member of the Parent Support Group and shall coordinate the parent engagement initiatives. KG, Primary and Secondary Supervisors shall be responsible for Parent Teacher Meetings for their respective levels.

Principal shall be the final authority in approving the parent engagement programme.

APPLICATION

This Policy is applicable to all teaching and non-teaching staff of the school and all the parents of the students studying in the school.

POLICY

The school considers parents as partners and important stakeholders in the schooling of the students and thus whole heartedly encourages parents to take active part in the education of their children. Following shall be the policy regarding parent engagement at GIIS.

COMMUNICATION: School has dedicated intranet for the use of parents. This intranet is the one stop solution to parent's two way communication needs. All circulars and important information from the school such as curriculum document, school calendar, Parent Teacher **Meeting schedule etc. shall** be facilitated through the school intranet. The portal also facilitates SMS communication to parents when needed.

- **Parent Orientation Programme**

The school shall arrange a Parent Orientation Programme at the beginning of each academic year to familiarize the parent with regards to the curriculum, grade specific activities and expectations from the school.

- **Email Communication**

Each parent shall have a unique user id on the school intranet and shall be able to communicate with the teachers, administrative staff and the school leadership. All teachers teaching a particular grade shall have access to email the parent to keep them informed of any or all matters related to student's education.

- **Parent Teacher Meetings**

School shall arrange a minimum three formal parent teacher meetings to facilitate interaction between the parents and the teachers to discuss matters pertaining to progress of the students. Parents shall have access to large majority of teachers teaching their children during the PTM.

Besides the formal PTMs, parents can seek appointments with the subject teachers or class teachers or any administrative staff of the school during the school hours to discuss any matter they may concern them.

Teachers can meet any parent without an appointment only if they are free and the meeting does not take away their teaching time.

- **Regular Academic Updates**

School, at its discretion may send out weekly or monthly reports to parents on the academic work happening in the classrooms. Besides formal academic reports, parents shall be updated on the academic and non-academic activities happening in the school from time to time.

- **Newsletters and Social Media**

School shall make extensive use of official school website, school intranet, official school Facebook page to keep the parents and students updated on the various happenings at the school such as special assemblies, celebration of events like National Day, School Annual Day and Sports Day, etc. Grievances posted on the social media by parents will not be addressed or entertained and shall be removed. Parents must use the school intranet to communicate their grievances or concerns.

On special occasions, school shall make efforts to send out special newsletters to all parents through the school intranet.

- **Parents as Guest Speakers**

School believes that many parents are individuals with expertise in some specific area. It shall invite selected parents to deliver lectures and demonstrations to students under the supervision of the school faculty and school leadership.



Dilip Kumar
Principal
Global Indian International School, Abu Dhabi.

