مدرسة الريادة المشرقة
BRIGHT RIDERS SCHOOL

SCHOOL PARENT ENGAGEMENT POLICY (AY 2026-27)

Introduction

We at Bright Riders School believe that parents are vital collaborators in their children's education. We are committed to creating an open and collaborative environment where parents actively support learning at home and engage meaningfully with the school community. This policy lays out the requirements to guarantee a solid parent-school collaboration for each student's success and welfare.

Purpose

The aim of this policy is to:

- Define what ADEK expects from school's interactions with parents.
- Highlight the need for a parent handbook and a parent-school agreement.
- Outline the conditions for parent involvement, such as their responsibility to promote their child's education, growth, and well-being and additional chances for parent participation in school activities.
- Encourage parents to actively participate in their children's education and to interact with them in an effective manner.

Definitions

Additional Learning Needs	Individual requirements for additional support, modifications, or accommodations within a school setting 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 school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.
Extracurricular Activities (ECA)	Organized 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 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, behavioral, 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 wellbeing.
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 optimizing 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 specialization 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.

Policy

1. Parent-School Agreement

1.1 Requirements: BRS requires all parents to sign a parent-school agreement prior to their child's enrollment in the school and annually upon re-enrollment.

1. This agreement outlines the obligations of each party and require parents to accept the full set of school policies.

2. 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 acknowledgment of the Student Code of Conduct (see *School Student Behavior Policy*) that parents are expected to ensure their children adhere to. The code of conduct shall be aligned with the *School Values and Ethics Policy*, *School Digital Policy*, *Student Behavior Policy*, *School Inclusion Policy*, *School Cultural Consideration Policy*, and *School Student Administrative Affairs Policy*.

1.2 Parent Code of Conduct: BRS works in partnership with parents to support their child's learning. In encouraging parents to model appropriate behavior, the school requires parents to agree to the following code of conduct at a minimum:

1. Respect the vision, mission, and value statements of the school and its learning environment.

2. Treat members of the entire school community including students, staff (including security guards, cleaners, etc.), parents, in a professional and respectful manner and maintain relationships in the best interest of students.

3. Acknowledge that the education and wellbeing 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. Set a good example with regard to speech and behavior 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).

5. Refrain from posting culturally inconsiderate or defamatory content about parents, students, or staff of the school on social media as per the *School Cultural Consideration Policy*.

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.

7. Correct their own child's behavior (or those in their care), where it could lead to conflict/ unsafe conduct or limit the ability of other children to learn.

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.
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.

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).

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.

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.

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.

2. Parent Handbook

2.1 Requirements: The school has formulated and established a Parent Handbook that includes information about the school's programs, policies, and procedures. The school has made the handbook available to parents at the beginning of the academic year on the school website. The handbook includes, at minimum:

1. School rules, policies, and procedures relating to admission, enrollment, tuition fees, uniform, daily schedule, attendance and punctuality, behavior, academics, curriculum, assessment, communication protocols, nutrition, student protection and welfare, and transportation, as per the relevant School policies.

2. A blank copy of the parent-school agreement.

3. Parent Engagement

3.1 Engaging Parents in Their Child's Learning: BRS promotes parent engagement in the learning and development of their children by facilitating access to information, staff, resources, and support.

1. Interaction and Communication with Staff: The school enables courteous, respectful, and professional parent-staff interactions and communication channels.
   a. The school grants parents direct access to their child's teacher(s) to follow up on their child's progress.
   b. The school grants parents direct access to all members of staff who are planning for or providing additional support for their child (e.g., Inclusion Assistant, Counselor, Social Worker).
   c. The school ensures teachers and educators contact and notify parents when necessary to discuss any student's academic or behavioral issues, as per the *School Student Administrative Affairs Policy*, *School Educational Risk Policy*, *School Inclusion Policy*, and the *School Student Behavior Policy*.
   d. The school emphasizes that parents are to abide by the school's code of conduct for parents and interact courteously and respectfully with all staff.
   e. The school sends regular reminders of expected staff response times during the school's working hours, including an alternative contact information for emergencies as per the *School Student Administrative Affairs Policy*.

2. Student Learning and Progress: Bright Riders School engages 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.
   a. The school equally engages 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 obtains consent where required as per the *School Curriculum*

Policy, *School In-School Specialist Policy*, *School Inclusion Policy* and the *School Student Administrative Affairs Policy*.

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

3. Assessment Guidance: BRS partners with parents in encouraging students to aim to do their best in internal and external assessments. The school supports parents in developing an understanding of their child's assessment results and next steps for learning through direct communications, workshops, and/or training sessions as per the *School Assessment Policy*.

4. Curriculum Transfer and Equivalency: The school provides 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. The school additionally informs parents of UAE equivalency requirements and requires their signing of an undertaking should they choose not to seek equivalency.

5. Student Performance Reports: BRS shares 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 *School Performance Reports Policy*.

6. Home Learning Support: The school 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 *School Inclusion Policy*.

3.2 Engaging Parents in Their Child's Wellbeing: BRS promotes parent engagement in promoting and supporting the wellbeing of their children.

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

2. Healthy Eating and Food Safety: The school 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. The school informs 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 *School Healthy Eating and Food Safety Policy*.

3. Mental Health Awareness: The school communicates their Student Mental Health 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. As per the *School Students Mental Health Policy,* The school informs 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 counselor who in turn informs the school's Mental Health Committee or Lead, as per the *School Student Mental Health Policy*.

4. Inclusive Provision for Students: The school informs parents of their inclusive admissions processes, requests for clinical assessment reports, inabilities to accommodate students (if applicable), and 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 informed of additional fees for support that is not part of the school's standard inclusive provision, referrals for specialized placement, and/or requirements for Individual Assistants or a dedicated Inclusion Assistant as per the *School Inclusion Policy* and the *School In-School Specialist Services Policy*.

5. Extracurricular Activities (ECAs): The school encourages parents to support their child's participation in extracurricular activities and facilitate this by sharing the ECA calendar and all other information, documents, and systems to assist them in registering. The school equally encourages parents to volunteer to lead or assist ECAs, as per the *School Extracurricular Activities and Events Policy*.

6. Digital Practices: The school engages parents in supporting their child's digital learning and monitoring digital device usage outside of school hours to ensure safety, as per the *School Digital Policy*.
   a. BRS communicates to parents responsible digital usage policies for students including what is permitted/ prohibited to do on the school's premises, network, and systems.
   b. The school only takes photographs and/or video recordings of students after obtaining written consent from parents.

7. Sustainable Practices: The school informs parents of its sustainability strategy, policies, and initiatives, and encourage their involvement and contribution as per the *School Sustainability Policy*.

8. Immunization: BRS allows access to Department of Health (DoH)-appointed health providers and facilitate their task of conducting the school- based immunization program for students and their parents in line with DoH guidelines as per the *School Health and Safety Policy*.

9. Provision of Emergency Medical Services: In the event of an emergency and absence of parental consent, the school nursesinform parents of the requirement for intervention and take necessary measures to ensure the student's wellbeing, as per the *ADEK Health and Safety Policy*.

10. Weight Limits of School Bags: The school informs parents, with regular reminders, to adhere to maximum weight limits for students' school bags as per the *School Health and Safety Policy*.

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

1. Visits to School: The school provides opportunities for parents to visit the school and meet the principal, teachers, and other staff. The school conducts open day events where parents can visit their child's learning spaces (e.g., classroom, other facilities).

2. Volunteering: The school encourages 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 *School Employment Policy*, *School Safeguarding Policy*, and the *School Student Protection Policy*. Parents will also need to adhere to the *School Values and Ethics Policy*, *School Cultural Consideration Policy*, *School Professional Code of Ethics*, and *Code of Conduct for Education Professionals in General Education* (MoE, 2022) when carrying out their volunteering duties.

3. Participation in School Events: The school actively promotes 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 *School Extracurricular Activities and Events Policy*.

4. Governance: BRS has a Governing Board that includes at least one parent representative with voting rights, as per the *School Governance Policy*. 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).
    a. Parent representatives: The school has one parent representative per grade/year to serve as a liaison between the teacher(s) and parents.
    b. Parent Council: The school establishes a parent committee to represent the parent community in any form the school chooses, such as a high-level parental advisory council (advising the governing board on matters relevant to school strategy and operations), a parent council, or a Parent- Teacher Association (PTA) (liaising between parents and schools and that is responsible for parents' involvement in school). Parents also have the opportunity to be involved in the School National Identity Committee, as per the *School Governance Policy*.
    c. Support to Parent Council: The school provides support to the parent council (advisory council, social association) and actively partner with it to encourage parent involvement and engagement, as per the *School Governance Policy*.

5. Fees: BRS enables parents to pay the ADEK-approved school fees in a timely and convenient manner, without charging Value Added Tax (VAT). The school ensures parents receive information outlining their response to non-payment or late payment of school fees, as per the *School Fees Policy*.

6. Inspection Ratings: BRS ensures that they publish their inspection rating and report on their website and make these available to parents, as per the *School Quality Assurance Policy*.

7. School Records: In relation to students transferring schools within or outside the UAE, BRS obtains parent consent before transferring student information to any third party. The school also allows 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 *School Records Policy* and the *School Reporting Policy*.

8. Student Protection: The school informs parents of their duty of care in the protection of students. Sudden unexplained withdrawal of a student from school may be reported as a maltreatment concern. BRS conducts related orientation sessions to ensure parent awareness regarding student protection, in particular, that all members of the school community are mandated reporters as per the *School Student Protection Policy*.

9. Safeguarding: The school additionally notifies parents of all relevant requirements to safeguard students and the school such as the issuance of permanent access passes, authorizations 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 *School Safeguarding Policy*.

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

11. Transportation: The school informs parents about its bus services and communicate parent obligations and associated information regarding drop- off and pick-up protocols and authorized persons, parking, use of non-school bus transportation (scooters, bicycles, etc.), consent required, and other requirements as per the *School Transportation Policy*.

12. Inclusion: The school 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 *School Inclusion Policy*.

3.4 Means of Communication: BRS communicates with parents using the following platforms:

1. Various Media (e.g., school newsletters, telephone calls, SMS, e-mails, letters, internet portals, and meetings), and consider the accessibility needs and preferences of parents as per the *School Digital Policy*.

2. In emergencies, The school has a mass notification system in place to quickly communicate information to parents (e.g., text message system, public address system, or mobile apps), as per the *School Health and Safety Policy*.

3. BRS keeps a record of all written communication with parents, as per the *School Records Policy*.

4. Compliance

4.1 This policy is effective as of the start of the Academic Year 2025/26 (Fall term). BRS is fully compliant with this policy since the start of the Academic Year 2026/27 (Fall term).

Approved By:

Rachna Prakash
Principal
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Next Review: AY 2027-2028