

## LATIFA SCHOOL FOR GIRLS

<b>Parental Involvement and Communication Policy</b>	
<b>Introduction</b>	Children's learning is improved when we work in partnership with parents and their wider family. We therefore believe in and value close cooperation with all families, and regular consultation between the home and the school.
<b>Aims</b>	<ol style="list-style-type: none"> <li>1. to enhance the learning experiences of all pupils;</li> <li>2. to engage parents meaningfully as partners in their children's learning;</li> <li>3. to provide a partnership between home and school, based on mutual trust, seeking to ensure that families feel welcome and valued;</li> </ol>
<b>Challenges</b>	<ul style="list-style-type: none"> <li>• To provide information to all families who want it or who need it, including those who can attend workshops or meetings in the school.</li> <li>• To ensure that all information given is clear, useable and culturally sensitive</li> </ul>
<b>Communication between school and home – general</b>	<ul style="list-style-type: none"> <li>• Letters are sent home at the start of the academic year outlining the main events and holiday dates for the year</li> <li>• Further correspondence keeps parents informed during the course of the year as necessary, outlining educational visits, performances, details of parent/teacher meetings, etc.</li> <li>• A school newsletter is published three times a year to celebrate events that have taken place and to serve as a reminder for future school events</li> <li>• Information and invitations sent home to parents are produced in English and Arabic</li> <li>• A home/school liaison officer, who is a UAE national, mediates between home and school over any concerns or sensitive issues</li> <li>• The school website <a href="http://www.latifaschool.co.ae">www.latifaschool.co.ae</a> has general school information and a designated Primary section .where information can be accessed.</li> <li>• School keeps a regularly updated list of parents phone numbers for sms messages and emergency contact</li> </ul>
<b>Communication between school and home – reporting to parents</b>	<ul style="list-style-type: none"> <li>• Parents can usually talk with teachers before and after school on an informal basis</li> <li>• Appointments to see a teacher, HOD/ Phase Leader or the Head of Primary can be made through the school office, and can be set up for as soon as required in most instances</li> <li>• Two short Progress Reports are sent home during the year, in November and March</li> <li>• Progress reports are followed immediately by parent/teacher meetings, with interpreters available for parents who need them</li> <li>• At the end of each Summer term, parents receive a full, jargon-free report summarising their child's academic and personal achievements during the year</li> <li>• Formal secondary transition meetings are set at the end of year, for year 5 pupils of concern. Parents are reminded of the importance of attendance, effort and a positive attitude to school life.</li> </ul>

<b>Communication between school and home – the curriculum</b>	<ul style="list-style-type: none"> <li>• Long Term plans , detailing the themed units of study for each term are published on the school webpage, Primary section.</li> <li>• Student Planners include reading records for English and Arabic detailing specific daily requirements.</li> <li>• Homework arrangements are shared with parents at the beginning of each academic year.</li> <li>• Year 6 students (2016-17) access the LSG Moodle to support academic learning in all subjects, this includes accessing their weekly homework schedule.</li> <li>• The start of the year meetings with mothers, introduce the curriculum information for the new academic year / Key Phase etc.</li> </ul>
<b>Educating Parents</b>	<ul style="list-style-type: none"> <li>• Meetings for mothers at the start of the school year help to inform mothers of expectations, standards, policy, procedures and curriculum</li> <li>• Opportunities for sharing academic and pastoral information is part of the weekly open door system for parents.</li> <li>• A series of meetings are held throughout the year specifically for mothers of F1 and F2 pupils to educate/inform/involve them on a range of educational and social topics</li> <li>• Parents may access academic support for the girls on the LSG Moodle (Year 6 2016-17)</li> </ul>
<b>Pupil Welfare</b>	<ul style="list-style-type: none"> <li>• A full time matron is on site who deals with pupils' health issues and communicates with patients regarding any treatment given or concerns</li> <li>• Parents of a child with an illness or disability are asked to keep the school matron fully informed about any relevant issues, so that the school can make all reasonable efforts to meet the needs of that child</li> <li>• HODs/ Phase Leaders and matron monitor pupil attendance/absence, and the home/school liaison officer contacts parents regarding any concerns</li> <li>• An Educational Psychologist is available to parents and staff to assess individual pupils as needed. Parents may choose to meet in confidence with an educational psychologist, with school requesting that parents share the information with school.</li> <li>• A dentist visits the school to monitor pupils' dental health provide recommendations about any dietary concerns, and give advice to mothers. They also deliver a dental education session.</li> </ul>
<b>Parental Involvement in school activities</b>	<ul style="list-style-type: none"> <li>• Mothers are invited to watch special assemblies and the Year 6 graduation together with performances/concerts and sports days</li> <li>• Mothers are invited to participate in other curricular events, eg Book Week by reading stories and accompanying their daughter to the book shop, to join in the National Day celebrations etc.</li> <li>• Fathers, family friends and grandparents are invited to participate in special events such as Book Week by reading stories in KS1 and EY</li> <li>• Open door events take place weekly on Thursdays consisting of a variety of meetings, information sharing, shared learning, assemblies etc. Specific year group mothers are invited to these events as relevant.</li> </ul>
<b>Parental views and opinions</b>	<ul style="list-style-type: none"> <li>• The school values comments from parents about their views on school life, children's learning and new initiatives. Annually the school seeks parental views more formally, through a satisfaction survey, or questionnaire on a particular theme. In addition, teachers record significant parental comments during parent teacher meetings. The feedback is a valuable source of evidence for school development and evaluation.</li> </ul>
<b>Success Criteria</b>	<p>The ultimate success criterion is that children are happy at school and that they perform to their full potential socially, morally and academically. Pupils opinions are sought through the School Council, pupil suggestion boxes and annual attitude questionnaire. GL's PASS questionnaire is completed in KS2 in term 1.</p>
<b>Monitoring &amp; Evaluation</b>	<p>The Head of Primary, Assistant Head of Primary Phase Leaders / HODs ensure that the Parental Involvement and Communication policy is implemented in LSG. The PLT will monitor the implementation of this policy, and submit periodic evaluation reports on its effectiveness to PLT Plus and FLT.</p>
<b>Review of Policy</b>	<p>This policy will be reviewed annually. (Next review date: January 2018)</p>