Approved by: Principal	Date: 30 January 2026

Last reviewed on:	Date: 26 January 2026

Next review due:	Date: 22 June 2026

#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

At International Community School (ICS), we believe that parents are integral to the success of their children's education. As the primary educators and role models for their children, parents play a crucial role in shaping the academic, social, and emotional development of students. This policy establishes a framework for effective parent engagement, ensuring that parents are active participants in their child's educational journey and that their partnership with the school is nurtured and valued.

This policy aligns with the Abu Dhabi Department of Education and Knowledge (ADEK) Parent Engagement Policy and encompasses the expectations, responsibilities, and opportunities for parents to engage meaningfully with the school community.

Purpose

The purpose of this policy is to:

- Establish clear expectations for parent engagement at ICS, ensuring a collaborative and supportive environment.
- Outline the requirements for a parent-school agreement and a comprehensive parent handbook.
- Encourage effective communication between the school and parents, providing opportunities for parents to actively engage in their child's education.
- Define the roles and responsibilities of parents in supporting their child's learning, development, and wellbeing.
- Ensure that all parents are informed of and agree to adhere to the full set of school policies.

Definitions

- **Parent**: The individual legally responsible for a child or entrusted with their care, as defined by Federal Decree Law No. (3) of 2016 Concerning Child Rights.
- **Parent Engagement**: The active involvement of parents and their collaboration with the school to support and improve their child's learning, development, and wellbeing.
- **Parent Involvement**: Participation of parents in school activities to support ongoing school improvement, community relationship-building, and leadership decision-making.
- **Documented Learning Plan (DLP)**: A plan outlining personalized learning targets, modifications to the curriculum, additional support, or tools for learning, agreed upon by school staff, parents, and students.
- **People of Determination (PoD)**: Individuals with a temporary or permanent, full or partial deficiency or infirmity in their physical, sensory, mental, communicational, educational, or psychological abilities.

Policy

1. Parent-School Agreement

ICS requires all parents to sign a Parent-School Agreement prior to their child's enrollment and annually upon re-enrollment. This agreement is a binding document that outlines the obligations and expectations of both the parents and the school. The agreement includes:

- **Parent Code of Conduct**: This code is integral to maintaining a respectful and supportive school community. Parents are expected to:
    - Respect and uphold the school's vision, mission, and values.
    - Treat all members of the school community, including staff, students, and other parents, with respect and professionalism.
    - Support the school's educational efforts by ensuring that their children adhere to school policies, engage in home learning, and maintain good attendance and punctuality.
    - Model appropriate behavior, including the responsible use of social media and adherence to UAE cultural norms.

- Address any concerns or conflicts in a constructive and respectful manner, working collaboratively with the school to find solutions.
- Commit to the school's expectations regarding healthy eating, physical activity, and overall student wellbeing.
- Agree to adhere to and uphold all ICS policies, including the Student Code of Conduct, ADEK Values and Ethics Policy, ADEK Digital Policy, ADEK Inclusion Policy, and others outlined in the Parent Handbook.

2. Parent Handbook

ICS provides a comprehensive Parent Handbook, which is updated annually and made available to all parents at the beginning of each academic year. The handbook serves as a vital resource for parents and includes detailed information on:

- **School Rules and Policies**: This section outlines all relevant school rules and policies, including but not limited to:
  - **Admission and Enrollment**: Procedures for enrolling and re-enrolling students at ICS.
  - **Tuition Fees**: Information on fee structures, payment deadlines, and policies regarding late or non-payment.
  - **Uniform Requirements**: Expectations for student dress code, including guidelines for appropriate attire and uniform compliance.
  - **Daily Schedule**: Details of the school day, including start and end times, break periods, and lunch schedules.
  - **Attendance and Punctuality**: Expectations for student attendance, the process for reporting absences, and consequences for habitual tardiness.
  - **Behavior and Discipline**: The school's behavior management system, including the Student Code of Conduct and procedures for addressing behavioral issues.
  - **Academic Policies**: Curriculum overview, assessment and grading policies, homework expectations, and academic integrity guidelines.
  - **Communication Protocols**: Procedures for contacting teachers, accessing student progress reports, and participating in parent-teacher conferences.
  - **Health and Safety**: Policies related to student health, including immunization requirements, management of medical conditions, and emergency procedures.
  - **Student Protection and Welfare**: The school's commitment to safeguarding students, including procedures for reporting concerns and ensuring student safety.
  - **Transportation**: Guidelines for school bus services, drop-off and pick-up protocols, and safety measures for students using alternative transportation.
- **Parent-School Agreement**: A blank copy of the Parent-School Agreement is included for reference, ensuring that parents understand the commitments they are making upon signing.

3. Parent Engagement

3.1 Engaging Parents in Their Child's Learning

ICS fosters a collaborative environment where parents are actively involved in their child's educational journey. The school provides various avenues for parents to engage with their child's learning:

- **Communication with Staff**: Parents have direct access to their child's teachers and other relevant staff members (e.g., Inclusion Assistants, Counselors, Social Workers) to discuss their child's progress. The school ensures that communication is respectful, professional, and timely. Parents are encouraged to participate in regular parent-teacher meetings, and staff are required to keep parents informed of any academic or behavioral issues.
- **Curriculum and Learning Outcomes**: ICS provides parents with detailed information about the curriculum, expected learning outcomes for the year, and strategies to support their child's learning at home. Parents are invited to participate in educational planning and decision-making, particularly when it involves additional support or curriculum modifications.
- **Assessment and Reporting**: The school partners with parents to help students achieve their best in assessments. This includes providing workshops and training sessions to help parents understand their child's assessment results, setting academic goals, and identifying areas for improvement.
- **Supporting Home Learning**: ICS encourages parents to be actively involved in their child's homework and home-based learning activities. The school provides guidance on how parents can support learning at home, including strategies for managing time, creating a conducive study environment, and reinforcing concepts taught in class.

3.2 Engaging Parents in Their Child's Wellbeing

ICS promotes the holistic development of students by engaging parents in initiatives that support their child's physical, emotional, and mental wellbeing:

- **Wellbeing Strategy**: The school's wellbeing strategy is communicated to parents, who are invited to provide feedback through surveys and participate in wellbeing initiatives. This includes programs on mental health awareness, stress management, and fostering resilience in students.
- **Healthy Eating and Nutrition**: Parents are encouraged to provide healthy, balanced meals for their children and are informed of any food restrictions or allergies. The school also communicates any food-related concerns to parents on the same day they arise, ensuring that dietary needs are met and that students are educated about making healthy food choices.
- **Mental Health Support**: ICS informs parents about the Student Mental Health Policy and ensures they are aware of any counseling needs for their child, confidentiality requirements, and implications for refusing consent. Parents are engaged in mental health education programs and are encouraged to monitor and report progress when external support is involved.
- **Inclusive Provision**: The school communicates with parents about its inclusive admission processes, including requests for clinical assessment reports, the inability to accommodate certain needs (if applicable), and the decision-making process for curriculum modifications that may affect equivalency requirements. Parents are informed of any additional fees for support that is not part of the standard inclusive provision, as well as referrals for specialized placements and requirements for Individual Assistants or a dedicated Inclusion Assistant.
- **Extracurricular Activities (ECAs)**: Parents are encouraged to support their child's participation in extracurricular activities and volunteer to assist with or lead ECAs. The school provides a calendar of events and detailed information on how to register and participate.
- **Digital Practices**: ICS engages parents in supporting their child's digital learning and monitoring digital device usage outside of school hours. The school provides guidance on responsible digital use and requires written consent for taking and sharing photographs or videos of students.

- **Sustainable Practices**: The school communicates its sustainability strategy and policies to parents and encourages their involvement in initiatives that promote environmental stewardship, such as recycling programs, energy conservation efforts, and sustainable meal practices.
- **Immunization and Health Services**: ICS collaborates with the Department of Health (DoH) to facilitate school-based immunization programs and ensure that parents are informed about their child's health needs. The school provides emergency medical services as needed and informs parents immediately in the absence of prior consent.
- **School Bag Weight Limits**: ICS regularly reminds parents to adhere to the maximum weight limits for students' school bags, ensuring that students are not burdened by carrying excessive loads.

3.3 Parent Involvement and Notification

ICS recognizes the importance of parent involvement in school activities and ensures that parents are notified of important information in a timely manner:

- **School Visits**: Parents are welcomed to visit the school and meet staff during scheduled open days and parent-teacher meetings. The school also organizes events where parents can observe their child's learning environment and participate in classroom activities.
- **Volunteering**: The school encourages parents to volunteer in various capacities, from assisting in classrooms to organizing school events. Parents must meet all requirements for volunteering, including security clearance and training on student protection, as outlined in ADEK policies.
- **Participation in School Events**: Parents are invited to attend and participate in a variety of school events, including cultural celebrations, sports competitions, and graduation ceremonies. The school actively promotes these events and provides all necessary information to encourage attendance.
- **Governance**: ICS includes parent representatives on its Governing Board, ensuring that they represent the interests of the broader parent community. A Parent Council or similar body is also established to facilitate parent engagement in school governance. Parent representatives are expected to participate in decision-making processes and to act as a liaison between the school and the parent community.
- **School Fees**: The school ensures that parents can pay ADEK-approved school fees in a timely and convenient manner. Information regarding fee payment schedules, late payment penalties, and non-payment consequences is clearly communicated to parents.
- **Inspection Ratings and Reports**: ICS publishes its inspection rating and report on its website and makes these documents available to parents. The school also provides opportunities for parents to discuss the findings and implications of the inspection reports.
- **School Records**: Parents can access their child's school records, including academic, medical, and behavioral reports, upon request. The school ensures that all student information is handled confidentially and in accordance with ADEK's Records Policy.
- **Student Protection and Safeguarding**: ICS educates parents on their role in student protection and safeguarding, ensuring they understand the school's duty of care and the protocols for reporting concerns. The school conducts orientation sessions to raise awareness about student protection and the responsibilities of all members of the school community as mandated reporters.

- **School Calendar**: The school calendar, which includes important dates for the academic year, is shared with parents once it has been approved by ADEK. Parents are encouraged to refer to the calendar regularly to stay informed about school events, holidays, and assessment periods.
- **Transportation**: ICS provides detailed information on its transportation services, including drop-off and pick-up protocols, safety guidelines for students using alternative transportation, and procedures for ensuring the security of students during transit.

3.4 Means of Communication

ICS is committed to maintaining open and effective communication with parents through a variety of channels:

- **Multiple Communication Channels**: The school communicates with parents through newsletters, phone calls, emails, SMS, and online portals. Communication is tailored to meet the accessibility needs of all parents, ensuring that they are informed and engaged.
- **Emergency Communication**: In the event of an emergency, ICS has a mass notification system in place to quickly disseminate information to parents. This system includes text message alerts, public address announcements, and mobile apps.
- **Record Keeping**: All written communication with parents is documented and stored securely. This includes records of meetings, correspondence, and any agreements or consents provided by parents.

4. Compliance

- **Effective Date**: This policy is effective from the start of the Academic Year 2024/25 (Fall term).
- **Compliance Deadline**: Full compliance with this policy is required by the start of the Academic Year 2025/26 (Fall term).
- **Legal Accountability**: Non-compliance with this policy may result in legal consequences as stipulated by ADEK regulations and relevant federal laws. ADEK reserves the right to intervene in cases of non-compliance and may impose penalties as necessary.

Linked Policies:

This Parent Engagement Policy is interconnected with several other ICS and ADEK policies, including but not limited to:

- Admissions Policy
- Assessment Policy
- Health and Safety Policy
- Digital Policy
- Inclusion Policy
- Student Protection and Welfare Policy
- Curriculum Policy
- Values and Ethics Policy
- Digital Policy
- In-School Specialist Services Policy
- Extracurricular Activities and Events Policy

- Compliance Policy
- Records Policy
- Safeguarding Policy

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**

Publication

This policy replaces previous policies related to parent engagement and applies to all ICS parents from the stated effective date. It serves as a comprehensive guide to ensure that parents are fully informed and actively involved in their child's education and wellbeing at ICS.