

---

# PARENT ENGAGEMENT POLICY

## 1- Introduction

At Pinnacle American School, we recognize the crucial role parents play in shaping their children's educational journeys. Parents provide the essential support, resources, and emotional foundation necessary for their child's growth. Building a strong partnership between parents, the school, and teachers is fundamental to creating a holistic learning environment. This policy establishes a framework for fostering a collaborative and inclusive setting where parents are actively engaged in their child's education and the broader school community.

## 2- Purpose and Objectives

This policy aims to ensure that our school promotes active parent engagement, recognizing parents as both home educators and valued members of our school community.

- **Set Clear Expectations**  
Define Pinnacle American School's expectations for parent involvement.
- **Provide Guiding Documents**  
Outline the requirements for the parent-school agreements and the Parent Handbook.
- **Support Children's Growth**  
Detail parents' roles in supporting their child's learning, development, and wellbeing, while also encouraging them to participate in school activities.
- **Promote Open Communication**  
Encourage open, transparent communication between the school and parents, fostering meaningful engagement in their children's education.

## Parent Engagement in Wellbeing, Sustainability, and Health

### 1. Consent for Photos and Videos

- Obtain written consent before photographing or recording students.

### 2. Sustainability Practices

- Share the school's sustainability initiatives and encourage parent participation.

### 3. Immunization Program

- Coordinate with DoH providers for student immunizations, ensuring parental notification.

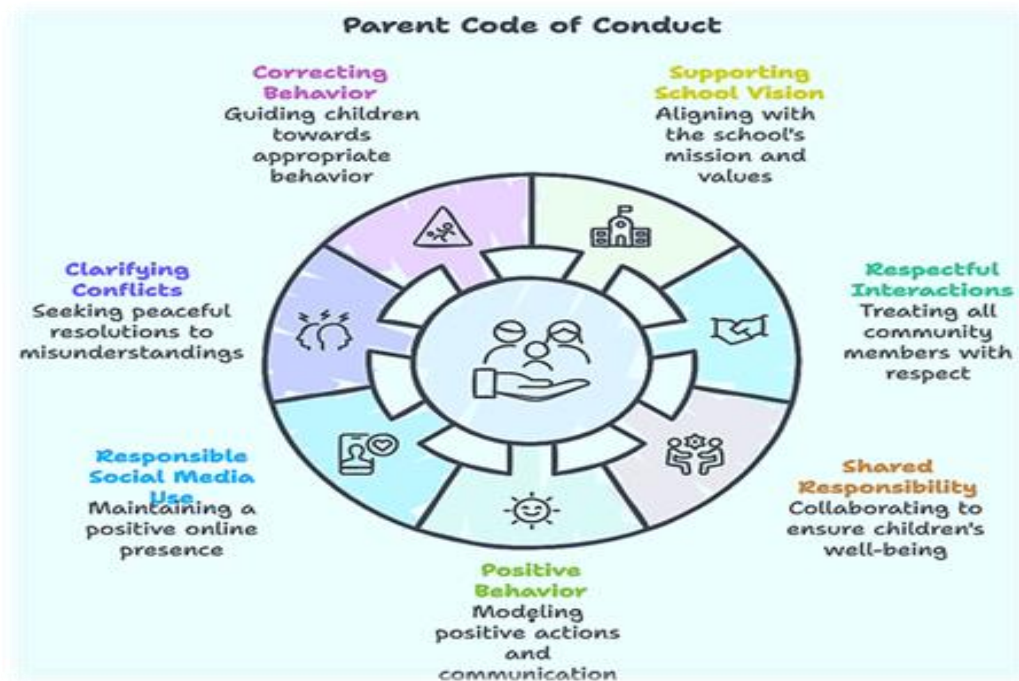
### 4. Emergency Medical Services

- In emergencies, authorize the school nurse to take necessary action, informing parents of any interventions.

## 5. School Bag Weight Limits

- Regularly remind parents to ensure students' bags meet weight limits for health and safety.

## 3- Parent Code of Conduct



At Pinnacle American School, we value the partnership with parents in supporting each child's learning journey. We encourage parents to promote positive behavior and adhere to the following conduct guidelines in line with the Department of Education and Knowledge's Parent Engagement Policy:

- 1. Respect the School's Values**  
Support and respect the school's vision, mission, values, and learning environment.
- 2. Professionalism and Respect**  
Interact respectfully with all members of the school community—including students, staff, and parents—keeping the best interests of students in mind.
- 3. Shared Responsibility**  
Recognize that your child's education and wellbeing are shared responsibilities. This includes ensuring your child completes assignments, gets enough rest, eats healthily, and stays active.



4. **Positive Example**  
Model respectful language and behavior, addressing any concerns professionally and calmly, whether verbal or written.
5. **Social Media Conduct**  
Avoid sharing culturally insensitive or defamatory comments about the school community on social media in line with ADEK's Cultural Consideration Policy.
6. **Clarifying Issues**  
Work collaboratively with the school to resolve any concerns about your child's experience by seeking clarification respectfully.
7. **Promote Safe Conduct**  
Guide your child's behavior to prevent conflict, ensure safety, and support a conducive learning environment.
8. **Respect for Policies and Cultural Values**  
Follow school policies while on campus, dressing and behaving in ways that honor UAE cultural values and laws.
9. **Attendance and Punctuality**  
Ensure your child attends school regularly, arrives on time, and adheres to pick-up schedules. Avoid taking holidays outside official school breaks and monitor academic progress consistently.
10. **Academic Integrity**  
Encourage honesty in your child's schoolwork, ensuring it reflects their abilities. Refrain from providing unnecessary assistance or false information.
11. **Engagement with Teachers**  
Attend parent-teacher meetings when invited and maintain open, positive communication to support your child's development.
12. **Support for Learning Needs**  
Collaborate with the school's recommendations for additional learning support when necessary for your child's growth.

#### **Consequences for Non-Compliance:**

Parents who fail to meet these guidelines may be asked to leave the school premises or denied access.

#### **Parent Handbook**

Pinnacle American School will distribute a Parent Handbook at the start of each academic year, accessible on the school website. The handbook includes essential information on school rules, policies, tuition, uniform, daily schedule, behavior expectations, transportation, and a parent-school agreement.

### **4- Parent Engagement Actions**

#### **1. Parent-Staff Interaction**

- Ensure respectful and professional communication, with parents having direct access to teachers and support staff.

- Inform parents promptly about any academic or behavioral concerns.

## 2. Student Learning & Progress

- Share curriculum details and learning outcomes with parents.
- Involve parents in planning educational support, obtaining their consent as needed.

## 3. Assessment Guidance

- Collaborate with parents to help students succeed in assessments.
- Offer workshops for understanding assessment results.

## 4. Curriculum Transfer

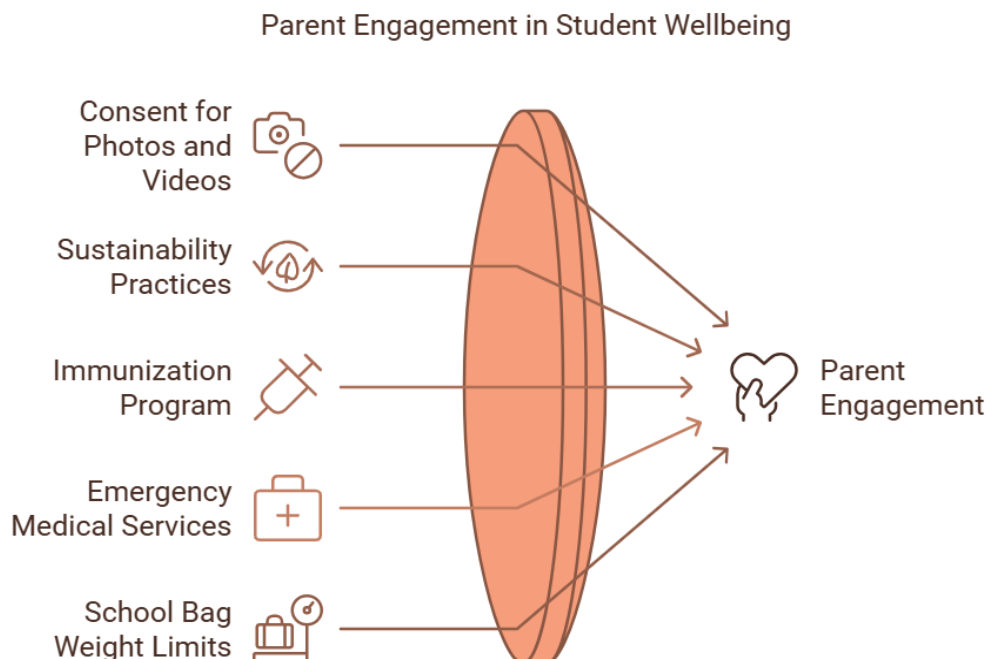
- Guide parents through curriculum changes and their implications, especially regarding UAE equivalency requirements.

## 5. Student Reports

- Provide digital performance reports and schedule term meetings to discuss progress.

## 6. Home Learning Support

- Encourage parents to support learning at home, especially for students needing additional assistance.





## **Parent Engagement in Student's Wellbeing**

### **1. Wellbeing Awareness**

- Share the school's wellbeing strategy and collect feedback through surveys.

### **2. Healthy Eating & Food Safety**

- Promote balanced meals and inform parents about any food-related concerns or restrictions.

### **3. Mental Health Awareness**

- Communicate the Student Mental Health Policy and involve parents in counseling needs with required consent.

### **4. Inclusive Provision**

- Inform parents of admissions processes for students with special needs, involving them in decisions about modified curriculum pathways.

### **5. Extracurricular Activities (ECAs)**

- Encourage parent involvement in extracurricular activities, including ECA registration and volunteering opportunities.

### **6. Digital Practices**

- Educate parents on responsible digital usage to support safe online habits.
- 

## **Parent Involvement / Notification**

### **1. School Visits**

- Host open days for parents to meet the school principal, teachers, and staff.

### **2. Volunteering**

- Encourage volunteering with appropriate security clearances and training.

### **3. School Events**



- Promote parent participation in school events like UAE National Day and graduation ceremonies.

#### **4. Governance and Parent Representation**

- Include parent representation on the Governing Board and establish a Parent Council or PTA.

#### **5. Fees**

- Offer convenient payment options for ADEK-approved fees, outlining policies on non-payment or late fees.

#### **6. Inspection Ratings**

- Publish inspection ratings on the school website for parental access.

#### **7. Student Records**

- Secure parental consent before sharing student information with third parties and provide parents access to school records.

#### **8. Student Protection**

- Educate parents on protecting students, reporting any unexplained absences for potential safety concerns.

#### **9. Safeguarding**

- Follow safeguarding protocols for pick-ups, access passes, and student arrival and departure notifications.
- 

#### **10. School Calendar**

- Share the approved calendar with parents, including important dates and public holidays.

#### **11. Transportation**

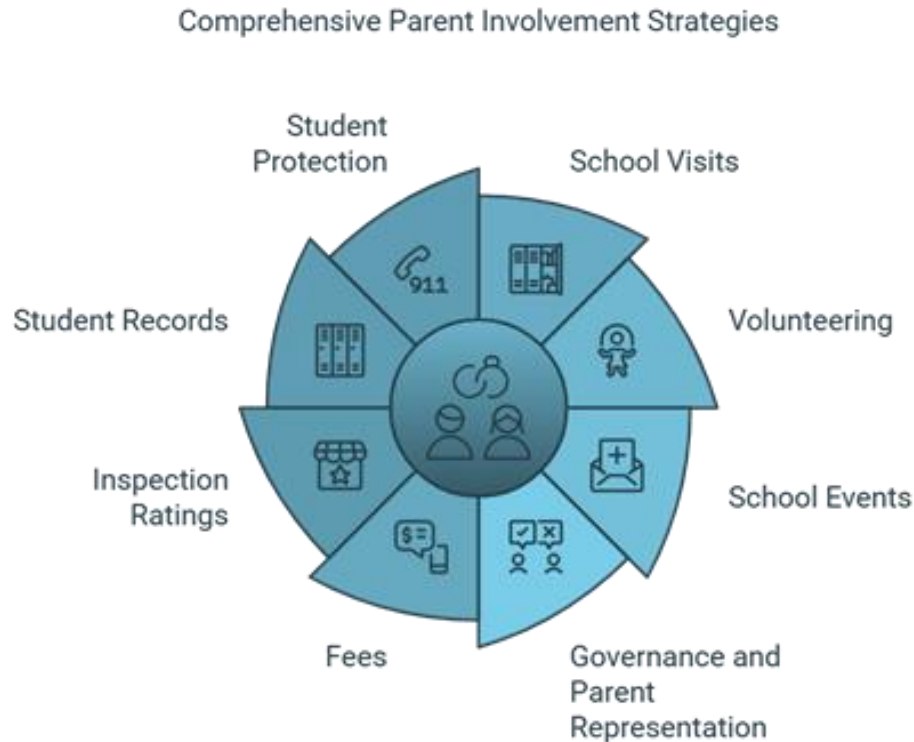
- Inform parents about bus services, protocols, and authorized transportation options.

#### **12. Inclusion**

- Ensure equal participation for parents of students with additional needs in all school activities.

### 13. School Suspension/Closure

- Communicate school closures promptly, fulfilling legal commitments like returning fees and providing necessary reports.



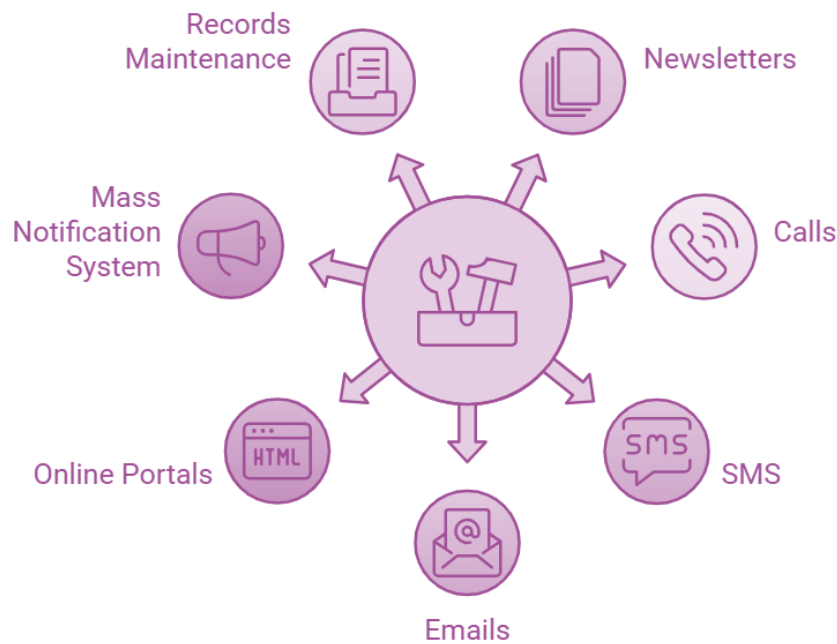
### Means of Communication

- Use varied communication tools (newsletters, calls, SMS, emails, and online portals), tailored to parent preferences.
- Implement a mass notification system to ensure quick emergency communication.
- Maintain records of communications per ADEK's Records Policy.

---

Pinnacle American School is committed to open, transparent, and accessible communication with parents, engaging them actively in their children's education and wellbeing.

## Communication Strategies



### Training and Support

Training and support will be provided to all Parents and all staff annually through scheduled workshops, online resources, and ongoing access to expert guidance to ensure effective implementation of the policy.

### Confidentiality and Privacy

All staff will be reminded annually of their obligation to uphold confidentiality and privacy standards through dedicated training sessions, with clear guidelines provided in both digital and printed formats for easy reference.

### Exceptions and Exemptions

Exceptions and exemptions to the policy will be communicated to staff on a case-by-case basis, with clear guidelines provided during staff meetings and through written documentation as needed.

### Risk Management

Risk management procedures will be communicated to all staff annually through training sessions, with detailed guidelines available in the staff handbook and accessible on the school's internal portal.



### Incident Reporting

Incident reporting protocols will be reviewed with all staff at the start of each academic year, with reporting forms and procedures provided in both digital and hard copy formats for easy reference.

### Consequences of Non-Compliance

The consequences of non-compliance with the policy will be outlined in staff meetings, reinforced through written communications, and clearly documented in the staff code of conduct, which is always accessible.

### Policy Review and Amendments

Draft Revision Date:	01 October 2024
Approved by Board of Trustees:	
Indicative Review Date:	01 October 2025




مدرسة بينكل الأمريكية  
P.O. Box: 284475  
Abu Dhabi  
PINNACLE AMERICAN SCHOOL