



Policy Title :PARENTAL AND COMMUNITY ENGAGEMENT POLICY	Issue Date:September 2019
School:ALAIN JUNIORS NURSERY	Next Revision Date:September2020
Reference No:AJN-Policy No.3	Version No:1

PURPOSE:

A successful education system is directly related to a strong, dedicated and supportive family, and parental involvement in the school is essential for the maximum educational achievement of a child. At **Al- Ain Junior Nursery** educators will be full partners with parents and the community in the education of their children.

Research studies consistently reveal that high student achievement and self-esteem are closely related to positive parental participation in education. Parents and nursery need to work together as knowledgeable partners so all children can succeed in school.

Although parents are diverse in culture, language, and needs, they share the nursery's commitment to the educational success of their children. This nursery, in collaboration with parents, has established programs and practices that enhance parent involvement and reflect the specific needs of students and their families.

DEFINITIONS:

Parents Parents are the legal guardians and caregivers of children currently enrolled in a nursery as outlined on the completed enrolment form.

Community All stakeholders, entities or organizations that have a relationship with the nursery.

Partnership The relationship between the nursery and the parents and community, which is established to serve the needs and interests of the children enrolled in the nursery.

Learning Journey Portfolios A Learning Journey Portfolio is a folder that contains evidence of a child's progress. It maps evidence against developmental milestones and should be used as a talking point with parents in order to identify achievements and next steps for learning.



Nursery Staff All nursery staff members who have valid appointment letters from ADEK and who interact with children (admin, teaching staff and caregivers.)

Circular: Information given to parents regarding any upcoming events or information requesting approvals

Communication book: A Book sent to Parent daily to inform the parent about their child's day at nursery.

POLICY STATEMENT:

Parents will participate in extra-curricular activities organized by the School such as scientific, cultural, social, and sporting or art events, after obtaining ADEK approval for them, and other relevant entities.

Parents will take on voluntary participation in School and community events such as the UAE's National Day celebrations, graduation ceremony, and other similar activities and events, after obtaining ADEK approval for them, and other relevant entities.

Parents will be informed about all School policies that have an impact on Parents/Guardians and their children, such as the student code of conduct, attendance policy and tuition fees.

3.1 PARENTS RIGHTS AND RESPONSIBILITIES

It is a parent's right:

- To know about all aspects of the program
- To know all about their child's experience in the program
- To feel welcome visiting, calling, or observing
- To feel free to ask questions of the faculty (when they are able to respond without interrupting the program)
- To feel assured that their beliefs, concerns, and values are sought and respected
- For children to feel an assurance of complete confidentiality (where appropriate) on all matters involving the welfare of children and families.



School-Parent Compact

The Staff pledge to:

- Provide a safe and supportive environment for children to learn
- Provide high quality curriculum tied
- Provide qualified faculty and staff to ensure high-quality instruction and support
- Strive to identify and address students' unique needs
- Communicate regularly with parents on their student's progress and needs (in their native language)
- Involve parents in decisions relating to the education of their children

Parents/Guardians pledge to:

- Provide a safe and supportive environment for children to grow and develop
- Send students to nursery on time and prepared to learn (Examples: breakfast, rest, materials, etc.)
- Visit school often and participate in school activities – including open house, parent-teacher conferences, parent education programs, and other related activities
- Collaborate with the nursery supervisor(s) to ensure the success of their students
- Adhere to school rules and encourage students to follow rules
- Take a stand against alcohol, drug abuse and violence

3.2 COMMUNICATION WITH PARENTS

Information will be sent home with children via circulars and communication books. Phone calls, text messages, emails, conferences, and home visits will be made as needed. Parents are encouraged to take the initiative in calling their child's teacher via the nursery front offices during the teacher's available time when they are concerned about a problem. They may also call the nursery office and ask for a translator for conferences. Circulars and Notices are provided in English and Arabic.

3.3 PARENT INVOLVEMENT

Parents will be given information about guidelines at the Annual Parent Orientation meeting at the beginning of the academic year. They will be given copies of the current Parental Involvement Policy, and will provide input in revising and updating the Policy as needed.

The meetings will be conducted at a time convenient for parents and a translator will be available.



3.4 PARENTAL AWARENESS AND TRAINING

Parents will be made aware of their child's age related needs, methods of encouraging their children, improving their communication, fine motor, gross motor skills etc through one-one communication or awareness programs.

3.5 COMMUNITY ENGAGEMENT

Each year, the nursery will assess the needs of parents and children in this community, through a variety of measures – including questionnaires sent home to parents – so that the program will be tailored to meeting those needs. Workshops and other programs will be available (some for parents, some for parents and children) to match the expressed needs. Parents will be notified about these opportunities. Parents may call the nursery office during stipulated school office time to express an interest in a particular sort of workshop or to make suggestions.

3.6 PARENTAL COMPLAINTS

Parents are welcome to contact the nursery in person, on phone or email for any inquiries or complaints regarding their child or Nursery. Parent Feedback box is also available in the Reception area of the Nursery for any feedback/complaint.

3.7 FIELD TRIPS

Field trips are conducted after Parent's consent is sought. Circulars are sent for the same. Risk-Assessment form is duly filled and followed.

3.8 VISITORS AND VOLUNTEERS

Parents are invited to volunteer and share their knowledge with students in the field of Art, Physical Education, story-telling etc. They are also allowed to send in their nannies to help out in the first few weeks of the academic year. Since Safety and security is paramount, the nursery expects its visitors and volunteers to adhere to their purpose of visit and not to unnecessarily interact or take pictures of other students or parents if not relevant to the purpose of their visit.



IMPLEMENTATION DOCUMENTS

1. Yearly calendar with events for parents.
2. Permission form for taking photos
3. Agenda of parent-teacher conference
4. Social Media App Guidelines



PHOTOGRAPHY PERMISSION FORM

During the current academic year, _____ nursery will regularly take photos of enrolled children involved in educational activities in the classroom. These may be shared with other parents through approved social media sites, the nursery website and approved educational apps.

All parents/guardians of children enrolled in _____ nursery are required to sign this permission form either granting or denying their child to be photographed.

I give permission for my child, _____ in class _____ to be photographed and for the photographs to be shared on _____ nursery's social media sites.

Signature of parent/guardian _____

Date _____

OR

I do not give permission for my child, _____ in class _____ to be photographed and for the photographs to be shared on _____ nursery's social media sites.

Signature of parent/guardian _____

Date _____



AGENDA OF PARENT-TEACHER CONFERENCE.

Meeting date:	Meeting date:
Name of child:	Name of parent:
class	Persons in attendance:
Reason for meeting:	
Points discussed:	
Next meeting date (if required):	
Signature of parent:	
Principal/teacher/caregiver signature:	



SOCIAL MEDIA APP GUIDELINES

1. The nursery app is for the sole use of nursery staff and parents of children enrolled in the nursery.
2. The nursery app is for the sole purpose of sharing information or evidence of children's learning and care.
3. UAE laws regarding social media etiquette must be followed.
4. Parents should be made aware that content on apps should not be shared.



SOCIAL MEDIA POLICY

This Social Media Policy applies to parents, members of staff, students, trustees and volunteers at **AL-AIN JUNIORS NURSERY**.

This policy includes (but is not limited to) the following technologies:

- Social networking sites eg. **Instagram**
- Blogs
- Discussion forums
- Collaborative online spaces
- Media sharing services e.g You Tube

As part of our duty to safeguard children it is essential to maintain the privacy and security of all our families

We therefore, require that:

- No photographs taken within the nursery, or at any nursery events with the children, are to be posted for public viewing. (This excludes those photographs taken by staff for learning journals, for display in the settings or on the website if parental permission is given).
- No public discussions are to be held or comments made on social media sites regarding the nursery, children, staff or trustee business (except appropriate use for marketing fund raising events) or that could be constructed to have any impact on the nursery's reputation or that would offend any member of staff or parent using the nursery.
- In order to ensure professional boundaries childcare staff, students or volunteers should not accept personal invitations to be friends from parents, carers and other professionals that use the nursery unless they know them in a personal capacity.
- We will act in the best interest of the whole community and honour our duty of care to our children.

Any member of staff, student or volunteer found to be posting remarks or comments that breach confidentiality or that is deemed to be of a detrimental nature to the nursery or other employees, or posting / publishing photographs of the setting, may face disciplinary action in line with the A JN Nursery disciplinary procedures set out in the staff hand book. Students will be asked to leave immediately.

Any comment deemed to be inappropriate will be reported to Mrssalima, nursery owner and the Registered Person.

We would like parents to work alongside the setting to maintain the privacy and security of all staff, children and volunteers.



We therefore, require that parents:

- Demonstrate courtesy and respect for staff, other parents and children when comments are placed on social networking sites.
- Use appropriate language when discussing the nursery
- Address any issues or concerns regarding the nursery directly with the manager or the child's key person.
- Not to use social network sites to make derogatory comments or post photographs which could bring staff into disrepute, including making comments about children, parents and staff members.
- Not to post photographs of other people's photographs on social network sites without permission.

General guidelines for using social media

- Remember that no information sent over the web is totally secure and as such if you do not wish the information to be made public refrain from sending it through social media.
- Maintain professionalism, honesty and respect.
- Apply a good judgement test for every social media post you make.

Date of adoption:

Signature:

Review Dates:

Approvals:

Prepared by:

Reviewed by:

Approved by:
