

Parent Involvement Policy

1. Purpose

- a. To enforce the parental partnership in their child's learning
- b. To emphasize parental partnership in decision-making regarding their child's learning process

2. Policy

- a. It is HPS/Br. policy that parents are actively involved in their child's learning
- b. It is HPS/Br. policy to support parents in assisting with their child's learning process

3. Scope

- a. HPS/Br. staff

4. Definition

- a. Parental involvement: is the participation of parents through a two-way and meaningful communication with the school

5. Procedure

- a. HPS/Br. promotes parental involvement through the following:

- i. Open House meetings

At the beginning of each academic year, all parents will be invited and encouraged to attend the annual Open House. During the Open House, parents meet their children's Home Room Teachers, Class Advisors, and different subject teachers. The teachers give presentations in which they explain the curricula, the classroom rules and procedures, modes of communication between parents and teachers, student assessment techniques, expectations from students and parents, as well as discuss the ways that parents can help and support their children with learning.

- ii. Parent Handbook

Parents of newly enrolled students at HPS/Br. receive a "Parent Handbook" that includes the school's mission, vision, and values as well as a brief description of the curricula and the subjects taught along with information related to school timings, absences, school rules, health and safety rules, promotion and retention, code of conduct and other issues.

- iii. Parent-Teacher Conferences

Parents are invited and encouraged to attend the Parent-Teacher Meetings (PTMs) that are held twice a year. In these meetings, parents meet their children's teachers and ask them about their children's progress in all subjects. Before the individual meeting is adjourned, the Home Room

Teacher or Class Advisor fills in a Parent-Teacher Conference form, signs it, and requests the parent to sign it, too.

iv. Individual parent-teacher meetings to discuss the student progress

Whenever the parent, the teacher, or the Section Coordinator has any concern about a student, he or she can request a meeting with the child's teacher and/or parent. An appointment is set by the Section Coordinator and both the parent and the teacher are informed of the date and time. In these meetings, the parent and the teacher discuss their respective concerns and issues and agree on a course of action. The teacher fills in a Parent-Teacher Conference form, signs it, and requests the parent to sign it, too.

v. Frequent reports on children's progress

Whenever needed, teachers send parents a Student Progress Report to keep them informed about their child's academic, behavioral, and social progress or lack of progress. Parents are to sign the Student Progress Report and send it back to the respective teacher.

vi. Timely information to parents

Memos and circulars about upcoming events, notifications, and other important school-life issues are regularly sent to parents to keep them informed well ahead of schedules and dates.

vii. Opportunities for volunteering

The School makes every possible effort and creates opportunities to involve parents in school activities. The school informs the parents through memos and invitations. Moreover, the school requests parents to share their ideas and volunteer in events and activities.

viii. Parent Committee

The Parent Committee is established to ensure that parents have an official forum to support the school and therefore, their children's education. The Parents Committee's main aim is to act as a liaison between the parent body and the school administration. It represents an important channel through which the parents ensure that their suggestions, input, concerns, and views are heard and considered. The role of the Parent Committee reflects and enhances the school's vision, mission, and values. Moreover, the Parent

Committee liaises with the School Principal regarding potential decisions and actions.

ix. Parental Survey

Annually, a parental survey is sent out to all parents. The aim of the survey is to obtain objective feedback related to the quality of education and services offered by the school. The responses are collated and analyzed and used as opportunities for improvement, usually embedded in the school improvement plan.

6. References

- a. None

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