

Community and Parental Engagement Policy

AY: 2026-2027

Date of Policy	August 2026
Date of last review	June 2027
Date of next review	
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Introduction

Vernus International School (VIS) recognizes that effective partnerships between the school, parents, and the wider community are essential to achieving high-quality educational outcomes and student wellbeing. In line with **KHDA requirements**, the school actively promotes meaningful parental engagement and community involvement to support student learning, personal development, and positive behavior.

Purpose

This policy provides clear guidelines for **parent and guardian communication and engagement practices** between Vernus International School (VIS), staff, parents, guardians, and family members responsible for students enrolled at the school.

The policy ensures that all communication and engagement channels are used **professionally, ethically, and responsibly** to support student learning, wellbeing, and positive educational outcomes, while respecting the perspectives, roles, and responsibilities of parents, staff, and the wider school community, in line with **KHDA expectations**.

Scope

This policy applies to **all parents, guardians, caregivers, and family members** within the Vernus International School community, as well as all VIS teaching and non-teaching staff.

It governs all forms of interaction and communication between families and school staff, ensuring that engagement remains **respectful, collaborative, constructive, and focused on the best interests of students**.

Parent-School Agreement

- Requirements: VIS requires all parents to sign a **parent-school agreement** before their child's enrolment and annually upon re-enrolment.
- The agreement outlines each party's **obligations** and requires parents to accept the full set of **school policies**.
- The agreement includes a **Code of Conduct for parents** when interacting with the school community and an acknowledgment of the Student Code of Conduct that parents must ensure their children adhere to.

Parent Handbook

- VIS will develop and implement a **Parent Handbook** that includes information about the school's





- programmes, policies, and procedures.
- The **handbook** will be available to parents at the beginning of the academic year.

Parent Engagement

Engaging Parents in Their Child's Learning

- VIS shall enable courteous, respectful, and professional parent-staff interactions and communication channels.
- Parents will have direct access to their child's teacher(s) and other relevant staff members.
- Teachers and relevant educators will contact and notify parents when necessary to discuss any student's academic or behavioural concerns.
- VIS will emphasize that parents abide by the school's Code of Conduct and interact courteously and respectfully with all staff.
- VIS will share reminders of expected staff response times during school hours.

Student Learning and Progress

- VIS will share information on the school's curriculum, expected learning outcomes, and strategies for parent support in the learning process.
- VIS will involve parents in planning their child's education when active engagement is required.
- VIS will share student performance reports with parents and provide opportunities for parent-teacher meetings.
- VIS will encourage home-based learning support to promote parent-student interaction.

Engaging Parents in Student Wellbeing

- VIS shall communicate its wellbeing strategy and associated policies to parents.
- The school will inform parents about healthy lifestyle expectations, including nutrition and physical activity.
- VIS will communicate its safeguarding procedures and ensure parents understand their role in supporting student wellbeing.

Parental Responsibility for Attendance and Punctuality

Vernus International School (VIS) believes that **regular attendance and punctuality are essential to effective learning, student wellbeing, and positive behaviour.**

- Parents and guardians are responsible for ensuring that their child **arrives at school on time each day**, in line with the school's published start times.
- Punctual attendance supports students' academic engagement, emotional wellbeing, and smooth participation in classroom routines.
- Late arrivals may disrupt learning for both the student and the wider class.
- Parents are expected to **follow the school's procedures for late arrivals**, including reporting to the designated staff member and ensuring attendance is accurately recorded.
- Where concerns about repeated lateness arise, the school will **communicate with parents and work collaboratively** to support improvement.

Further details regarding attendance expectations and procedures are outlined in the **VIS Attendance**



Parent Involvement and Notification

VIS will:

- Provide opportunities for parents to visit the school and meet with staff.
- Encourage parent attendance at school events and information sessions.
- Inform parents of school calendars, transport protocols, inspection results where applicable, and other operational matters.
- Ensure parents receive information regarding important changes or notifications in a timely manner.
- Provide equitable access to families of students with additional learning needs.
- Obtain parental consent before sharing student information with third parties.

Means of Communication

- VIS will communicate with parents using a variety of media (digital platforms, email, newsletters, meetings) and consider accessibility needs.
- The school will maintain records of all written communications.
- VIS will have emergency notification systems in place.

Compliance

- This policy is effective at the start of the Academic Year.
- All staff and parents are expected to comply with the policy's provisions.
- Failure to comply may result in consequences as outlined in VIS's wider governance and KHDA requirements.

Parent Code of Conduct

Strong partnerships between parents and the school are essential for student success. This Code of Conduct outlines expected parent behaviour when interacting with the VIS community.

Expected Behaviours

Parents Should

- **Respect for School Community:** Treat all members of the school community, including staff, students, and other parents, with courtesy and respect.
- **Adhere to School Policies:** Familiarize yourself with the school's rules and policies and ensure your child adheres to them.
- **Support Your Child:** Encourage your child to participate fully in their education and extracurricular activities.
- **Positive Reinforcement:** Provide positive reinforcement for your child's achievements and efforts.
- **Conflict Resolution:** Approach concerns calmly and constructively.
- **Effective Communication:** Communicate with school staff respectfully and professionally.





- **Avoid Disruptions:** Refrain from disrupting the classroom environment or school operations.
- **Follow School Protocols:** Adhere to school protocols regarding appointments, communication, and classroom visits.

Prohibited Behaviors

- **Disrespectful Conduct:** Using offensive or threatening language towards any school community member verbally or in writing.
- **Disruptive Behavior:** Disrupting classes or school events.
- **Physical Threats or Violence:** Threatening or engaging in physical violence towards any member of the school community.
- **Harassment or Bullying:** Engaging in any form of harassment or bullying behavior.
- **Defamatory or Offensive Statements:** Posting defamatory or offensive comments, including google reviews about the school, its staff, or any school community member on social media.
- **Unauthorized Access:** Forcing entry into restricted areas of the school.

Consequences of Breaching the Code of Conduct

If **Vernus International School** suspects or becomes aware of a parent breaching the code of conduct, the school will gather information and speak to the parent about the incident. Depending on the nature of the incident, the school may take the following actions:

- Send a **warning letter** to the parents.
- Invite the parents to meet with a senior member of staff or the Principal.
- Contact the appropriate authorities in cases of **criminal behavior**.
- Seeking advice from the legal team regarding further action in cases of libelous or slanderous conduct.
- Ban the **parents** from the school site.

The school will always respond proportionally to an incident. The principal makes the final decision on how to respond to breaches of the code of conduct. The Principal will consult with the Managing Director of Vernus International School before banning a parent from the school site. Conclusion By adhering to this code of conduct, parents can contribute to a positive and supportive learning environment for all students. We appreciate your cooperation and commitment to maintaining a respectful and respectful school community.

