



## SCHOOL COMMUNITY RELATIONSHIP

### Academic Year 2021 - 2022

#### PARENT COMMUNICATION POLICY – TO BOOST RELATIONS AMONG SCHOOL COMMUNITY

Maintaining positive and clear lines of communication and coordinate relationship with the parents and all stakeholders is a core aspect of Al Khozama International School. It is evident that students achieve more when schools and parents work together. Parents need to be updated about the progress of their child!

The goal of this policy is to establish

- Clear and open communication with parents regarding the progress of their ward/s and the way forward.

Communication can take place

At the start of the year

- **Parent Teacher Meetings at the start of the year.**
  - This will be led by the Principal/Co-ordinator and would typically help parents get an understanding of how the new academic year looks like with respect to academics, events, student policies etc. The team of teachers would also be introduced at this point.
    - Teachers are expected to introduce themselves in 2-3 lines.
    - After the presentation, teachers need to circulate among the parents and get to know them better. Teachers should make sure that they are not monopolized by 1 or 2 parents.
- **Welcome Letter**
  - Within 2-3 days of the school re-opening, the teacher should send home a welcome letter to the parent introducing himself/herself, his/her the vision for the class, classroom norms etc. He/she should share his/her email id.
  - The letter should be proof-read by another teacher and then submitted to the Principal for final approval.
  - Copies of the letter are then made and sent with the children.

During the year

- **Telephonic Calls**

Calls could be made to parents to apprise them of both positive or negative behaviour seen in the child.

  - Each home room teacher must make a minimum of 4 **sunshine** calls or 4 positive personal notes or a combination of both per week rotating through their homeroom roster. All parents should receive meaningful positive information regarding their child twice in 10 weeks. The home room teacher gets the information from other teachers handling that grade



- Before making the call, the teacher should make notes on what he/she wants to communicate to the parents and should be organized in his thoughts.
- If the communication is to inform the parent of negative student behaviour, ask the parent to come to school and apprise them during the face to face meeting. The teacher should inform the co-ordinator of the same before making the call.
- If the teacher is new or inexperienced, the co-ordinator should approve of the points to be communicated and be present at the time the teacher is talking to the parent.
- The teacher has to maintain a **phone log** that details the day, time and reason for calling the parent.
- The teacher should
  1. Be polite and courteous
  2. Be direct and considerate of parent time
  3. In case the parent is not able to talk at that particular time, find out a good time to call. He/she should remember to call back at that time.

- **Parent Teacher Meetings**

Apart from the introductory parent meeting, PTMs would be conducted 3 times a year. The schedule for the same would be marked in the calendar. The format of the PTM may change. *(Any change would need to be added here)*

Guidelines for Teachers

Before the Meeting

- Invite parents for the PTM (parent invite sample given in the annexure-modify as needed based on the nature of the PTM)
- Be Prepared
  - Get the notes/data ready. These could be in the form of samples of student work, BAR, observation books, anecdotal records and/or report cards. The teacher should be able to give the parent an idea of the over-all progress of the child in the specified period and be able to support his/her claims with data. Teachers should be familiar with student progress in various exams like ASSET & Learnometer.
  - Develop an action plan for each student- these could be suggestions to the parents on how they could help their child at home.
  - Spruce up the class. Ensure that the wall displays are neat and samples of student work are put up.
  - Put up the seating arrangement of other teachers
  - Ensure that if student answer scripts/worksheets/ portfolios are being shown to parents they are displayed in a way that permits easy access.
- Identify the student council members who would be escorting the parents to your class.
- Dress professionally.

During the Meeting

- Welcome the parent with a smile.
- Be polite and courteous. Listen to what the parent has to say rather than reacting. Do not raise your voice.



- Begin by sharing positive aspects of the child. Similarly, close on a positive note. The parent should feel that the teacher cares for his child.
- Note down the inputs/concerns shared by the parent in the *parent conference book*.
- Discuss the action plan for student improvement with the parent.
- Direct the parent to the Principal if the situation becomes difficult.
- Have parents sign the attendance sheet.
- Hand over the answer scripts/report cards to the parent.
- Hand over the feedback forms to the parents and request them to fill the same and drop it into the suggestion boxes.
- Have parents fill out the reflection sheet for end of the year PTMS.
- Avoid being monopolized by one parent. On an average, restrict each interaction to 10 - 15 minutes. Fix an appointment for another day in case the parent has a lot of things to say or discuss.
- Do not discuss other students or teachers with parents. Keep the discussion professional at all times and maintain confidentiality

#### At the end of the meeting

- Share the report of the PTM with the coordinator.
  - *Teachers/Coordinators/VPs/Principals to analyse the feedback shared by parents and develop strategies to address the same.*
  - Take action on the points agreed upon with the parents with respect to their wards.
- **Student Led Conference**  
Student led conferences communicate not only how the student is doing but also why. Here students take over the role of teachers. They show parents samples of their work and explain their grades and students thus take responsibility of their learning. It is generally seen that attendance for SLCs are higher than PTMs.

#### Guidelines for the Teacher

The most important aspect of SLC is student preparation.

- From the beginning of the year, have students compile their portfolios. Set up a routine in which students regularly select work for their portfolios. This could be once a week or fortnight.  
(In the lower grades, students may find it difficult to explain what goes on in the class, so he/she can demonstrate their learning by doing pre-arranged activities in front of the parents. The teacher can set up learning centres in language, math and theme related.
- Decide with the students what should go into the portfolio. Apart from samples of student work, it could also include reflection sheets, study habits, goal sheets and so on. *Make sure that students include samples of work related to important learning outcomes.*
- Plan the schedule based on the size of the venue. Call parents in batches. Typically, a SLC should last 10-15 minutes and each batch accommodates 4-5 parents.
- 2 weeks before the scheduled SLC, send the invite to the parent. Follow up as it is very disappointing to the student if their parents do not attend.



- About a week before the SLC, check the student portfolio. Make sure it is up to date and the sheets are neatly filed. Older students design their own cover page for the portfolio and for the KG section the teachers can design but add cut outs of students' art work.
- Create an agenda for the students. A sample is given below
  - a) Welcome your parents and show them where they have to sit.
  - b) Introduce your parents to the teacher
  - c) Explain why you (and not the teacher) is leading the conference
  - d) Share what you have been learning.
  - e) Share your self-evaluation-mention what you found interesting/easy/difficult
  - f) Share your goals for the coming months
  - g) Share details of your work habit, social skills etc
  - h) Tell your parents how they could help you achieve these goals.
  - i) Ask your parents if they have questions
  - j) Thank them for coming

- 2-3 days before the SLC have mock-sessions with the students. *(A sample script of a student speaking to his parents about his learning- is attached for reference-please modify as per your class needs)*  
Alternatively, you could ask the questions around the points mentioned in the agenda.
- One day before set up the tables or workstations for students where students can display elements in their portfolio.



- On the day of the event, have the students take their seat before the parents come in.
- Move around and monitor, help students who maybe struggling.
- Have parents fill out the feedback form.
- Have a debrief with the students the next day and help them reflect on the process.
- Share the report with the Co-ordinator.

- **Newsletters**

- ✚ School Level

- Newsletters are sent out periodically to inform the parent of important events that have happened in the school.

- ✚ Grade Level

- Teachers teaching the same grade are expected to send out newsletters fortnightly informing parents of the content covered as well as the learning activities done in the class during the period.

A sample is as shared below



- **School Diary**

The diary is an important tool not only for the teacher to communicate with the parent but also for the parent to communicate with the teacher.

The teacher should

- Check the diary to see if the parent has sent any communication. He/she has to acknowledge the same with his/her sign and date. If a detailed reply is not possible, mention "noted".
- Enter specific concerns about the student in the student diary. The concerns should be voiced politely, should be concise and precise. The teacher should sign any entry made and write the date.
- Check the diary to see whether diary entries for the previous day have been read **and acknowledged by the parent.**
- Have students note down the homework in the diary.

- **K Learn**

(Team-please share your inputs and guidelines to use Klearn here)

- Use K Learn to send out circulars and notices.

- **Meeting by Appointment**

Parents also have the liberty of calling the school and fixing an appointment with the teacher on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ (after school hours)

The meeting could be fixed with the class teacher/subject teacher/ co-ordinators/VP or Principal. (specify times)

The points discussed need to be captured in the **parent contact form.**

The parent contact form would be kept by the teacher and would be filed (student's personal file) at the end of the year

- **Miscellaneous**

- Workbooks (with the BAR completed), worksheets and notebooks to be sent home once a week as per the schedule assigned by the Co-ordinator.
- Communicate the same with the parent. Ask them to go through the same, sign it and send it back the next day.