

COMMUNICATION WITH PARENTS POLICY

WRITTEN/LAST REVIEWED BY:CLAIRE WILLIAMS/ MONA EL MASRY
RATIFIED BY: SLT
FILE PATH:

DATE: MARCH 2021
IMPLEMENTED:
DUE FOR REVIEW: MARCH 2023



Purpose: Gulf English School Cairo recognises that parents are invaluable resources in the process of educating students. Parents play an important role as the first teachers of their children and parental support is critical to a child's success. It is the intent of Gulf English School Cairo to establish a collaborative partnership between the home and school.

Gulf English School Cairo provides parents with an explanation of the curriculum, assessments, and proficiency levels students are expected to meet.

Parents are informed about the curriculum used at the school, the academic assessment used to measure student progress, and the proficiency levels students are expected to reach through meetings, newsletters, and parent workshops/orientations offered through the school.

Gulf English School Cairo provides parents, if requested, with opportunities for meetings with members of SLT to discuss any academic, social or emotional issues of concern relating to their child. Parents are also invited to attend termly parent-teacher meetings to review student academic goals and when relevant, IEP meetings.

Communication:

In an effort to communicate effectively to all parents, the school will use several modes of communication to get information out to parents.

- Emails messages sent in advance of meetings, events and with information to help improve support their children's development
- Termly newsletters with current updates and information
- Posts on the School Website calendar notifying parents of upcoming events, parent meetings, activities
- Teachers communicate via Google Classroom with students and parents regarding school events and assignments
- Administrative Officers contact the parents by phone about any attendance issues
- Social Media posts celebrate pupil achievements and showcase school events

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Parents can contact the school via the Reception Desk, via their relevant Administrative Officer or using the school email address (gescairo@gescairo.com)

If a parent would like to meet with a teacher, approval from a member of SLT must be given in advance.

No parent meetings will be held without a pre-approved appointment with any member of staff.

All parent contact should be minuted (meeting in person or a phone message) on the Parent Contact Form (see Appendix) and filed in the relevant student file.