

POLICY ON REPORTING TO PARENTS

INTRODUCED:	December 2018
REVIEW 1:	December 2020
REVIEW 2:	December 2022
REVIEW 3:	December 2024
NEXT REVIEW:	December 2026

Introduction:

Dunes International School is dedicated to promote transparent and effective communication with parents regarding their child's progress, well-being, and overall school experience. This policy outlines the procedures and standards for reporting to parents, ensuring that all communications are timely, informative, and respectful.

Purpose:

The purpose of this policy is to provide clear guidelines on how and when information is communicated to parents, reinforcing our commitment to partnership in supporting student learning and development.

Scope:

This policy applies to all school staff, including teachers, administrative personnel, support staff, as well as parents and guardians of students at Dunes International School.

Communication Channels:

- **School Website:** [Dunes International School | Abu Dhabi, U.A.E](https://www.dunesinternationalschool.com)
- **Telephone:** +971-2-5527 527
- **School ETH Portal :** [DUNES INTERNATIONAL SCHOOL - ETH Digital Campus](#)
- **School Email:** info@dunesinternationalschool.com
- **Facebook:** [Dunes International School Abu Dhabi | Facebook](#)
- **Instagram :** [Dunes International School Instagram](#)
- **Twitter:** [Dunes International School Twitter](#)

- **Class WhatsApp Group:** Used for quick alerts and reminders; each class has a common WhatsApp group that is used judiciously for academic concerns.
- **MS Teams:** For official online meetings.
- **Parent Teacher Association (PTA):** Comprising 16 members, this council aims to involve parents in the educational process and strengthen relationships within the school community. They meet twice in a term with school administration to discuss relevant issues, present initiatives, proposals, and solutions.

Reporting Procedures:

1. Regular Updates:

1.1 Orientation and Induction

- **Orientation Documents:** Details are communicated via email at the beginning of the academic year or at the time of admission for newly admitted students to understand the school's expectations and resources.
- **Induction Program:** Parents and students are briefed about their roles and responsibilities in adhering to the policies of the school.

1.2 Almanac

- The school almanac provides specified information to give a brief overview of the provisions at Dunes International School.

1.3 Circulars

- All school-related events and activities will be communicated to parents through official circulars posted on the school portal.

1.4 Class and School Updates:

- Teachers are encouraged to maintain regular informal communication with parents through emails, school portal messages, or phone calls to share positive updates or minor concerns. Parents are welcome to reach out to teachers for updates on their child's progress at any time.
- Class updates will be shared regularly through the school portal to keep parents informed about curriculum topics, upcoming events, and classroom activities.

- Dunes International School will utilize various communication platforms (e.g., email, school portal, social media) to share important information and updates with parents.
- The school's official social media accounts will highlight school events and achievements, fostering a sense of community among parents and the school.

1.5 Student Performance Reports (Student Led Conference and Parent Teacher Conference)

- The school will prepare a formal student performance report for every enrolled student at least once every school term, ensuring safe and effective delivery to parents.
- The formal student performance report will include:
 - Academic grade based on internal assessments.
 - Attendance record.
 - Overview of academic progress.
 - Academic results and outcomes.
 - Learning goals and recommendations for improvement.
 - Participation in extracurricular activities.
 - Behavioral records.
 - Purpose and methods of assessment.
 - Qualitative evaluation of student progress.
- Reports will be shared with parents in a digital format (through the school portal) to encourage discussions on the student's progress.
- The school will meet with parents four times per term to discuss the student's performance report and any concerns.
- Additional meetings can be scheduled upon request from either parents or teachers to address specific concerns.

2. Communication of Concerns:

2.1 Attendance

- Parents will be informed via SMS about their child's absenteeism.
- Prolonged absenteeism will be communicated through emails and telephone calls.

2.2 Academic Concerns

- If a teacher identifies any academic issues, parents will be contacted promptly through email or phone within one week of the concern being noted.
- Teachers will outline specific challenges and suggest actionable steps for support.

2.3 Behavioral or Social Concerns

- In cases of severe misconduct, parents will be informed immediately, with strategies for corrective action communicated promptly.
- For other behavioral or social issues, parents will be informed ideally within 48 hours of the incident, including details of the concern, steps taken by the school, and recommendations for follow-up.

3. Communication of Injuries and Behavioral Issues:

3.1 Injury Reporting

- Parents will be notified immediately of any injury through a direct phone call or message from school deployed nurse.
- A written report outlining the nature of the injury and any medical attention administered will be provided.
- In case of serious injuries, the clinic will call the nearest hospital to send an ambulance. The student will be taken to the hospital accompanied by the School Nurse, and parents will be informed immediately.

3.2 Behavioral Communication

- Significant behavioral concerns will be communicated to parents promptly through a phone call or email, detailing the nature of the behavior and actions taken by the school.
- Summaries of behavioral records may be included in the student performance report.

4. Confidentiality and Respect:

4.1 Confidential Information

- All communications regarding a student's progress or concerns will be conducted with respect for confidentiality and in accordance with school policies. Sensitive data will be communicated face-to-face and kept confidential.

4.2 Professional Conduct

- All staff interactions with parents will be conducted in a professional, respectful manner, maintaining a focus on collaboration and support.

Discourse:

Dunes International School is dedicated to maintaining open lines of communication with parents to ensure the success and well-being of every student. This policy serves as a framework for consistent and courteous reporting practices, reinforcing our commitment to building a positive partnership with families.

Review and Updates:

This policy will be reviewed once every two years and may be revised earlier, if necessary, to ensure alignment with best practices in communication and parental reporting.

Amendments:

Review 1	No Changes
Review 2	No Changes
Review 3	No Changes

Principal
Mr. Paramjit Ahluwalia

