



### Parental Involvement Policy

Title	:	Parental Involvement Policy
File Name	:	TRAC/ADMIN-PIP/019
Date of Issue	:	1 <sup>st</sup> April 2024
Next review date	:	31 <sup>st</sup> March 2025

The Royal Academy values its partnership with stakeholders like parents and strives to create a collaborative, supportive environment that contributes to the holistic development and success of every student.

#### 1. Purpose

The Royal Academy recognizes that active parental involvement is essential to the success and development of students. This policy aims to strengthen the partnership between the school and parents, encouraging meaningful participation in school activities and ensuring parents are fully engaged in their children's educational journey.

#### 2. Aims

- To foster a collaborative environment between parents and the school.
- To ensure parents feel welcomed, informed, and supported in contributing to school activities.
- To encourage parents to take an active role in their child's learning and development both at home and in school.
- To involve parents in decision-making processes where appropriate, enhancing the sense of community within the school.

#### 3. Roles and Responsibilities

##### School's Responsibility:

- Provide regular communication to keep parents informed about school activities, events, and their child's progress.
- Offer opportunities for parents to engage in school activities and events.
- Encourage open communication and seek parental feedback on school initiatives.
- Provide a welcoming and inclusive environment for all parents.

##### Parents' Responsibility:

- Stay informed about school activities and maintain regular communication with teachers.
- Participate in school activities and events to support both the school and their child's education.
- Provide feedback and engage in discussions to improve school processes and student outcomes.
- Support their child's learning at home through reading, homework assistance, and involvement in extracurricular activities.



#### 4. Opportunities for Parental Involvement

##### School Events and Activities:

- **Parent-Teacher Meetings:** Held five times a year to discuss student progress, with additional meetings available upon request.
- **Orientation sessions:** Informational sessions on curriculum, learning strategies, and child development to support parents in helping their children at home.
- **Celebrations and Performances:** Parents will be invited to attend club lessons, assemblies, performances, and cultural celebrations to share in students' achievements.
- **Sports Days and Field Trips:** Parents will be encouraged to participate by volunteering or attending these events.

##### Volunteering Opportunities:

- **Classroom Assistance:** Parents may volunteer to assist in classroom activities, art sessions, or reading time.
- **Parents' Council:** Volunteering are given opportunity and involved in the school activities
- **School day celebrations:** Parents can volunteer in Annual day, Graduation day and Sports meet etc.

#### 5. Communication with Parents

- **Regular Updates:**
  - **Newsletters:** Term wise newsletters will be shared with parents, providing updates on school events, curriculum changes, and important dates.
  - **School Website and Parent Portal:** A dedicated section on the school website and parent portal will provide real-time access to news, policies, event schedules, and students' academic progress.
  - **Emails and Text Alerts:** Timely reminders and updates on school activities will be sent to ensure parents are aware of key happenings.
  - **Circulars:** Online and printed circulars are sent to inform and remind the parents about the upcoming activities in the school throughout the academic year.
- **Parent Consultations:**
  - **Annual Parent Surveys:** Parents will have the opportunity to provide feedback on school policies, learning programs, and overall school culture.
  - **Annual Student Surveys:** Parents are encouraged to assist their wards to attend and send feedback on school activities.
  - **Open-Door Policy:** The Royal Academy encourages parents to engage in discussions with teachers and the leadership team at any time to address concerns or offer suggestions.

#### 6. Supporting Learning at Home

- **Homework Guidance:** The school will provide parents with guidelines and resources to support their children with homework and reading activities at home.
- **Parental Meetings:** Regular meetings will be offered to help parents understand the curriculum, assessment methods, and strategies to support learning at home, including helping children with special educational needs.
- **Home-School Agreements:** Clear expectations for both the school and parents will be outlined in a home-school agreement when the child is admitted ensuring collaboration in achieving student success.



## 7. Inclusion and Accessibility

- **Language Support:** The school have bilingual staff to ensure non-English-speaking parents can access important information and participate fully in school activities.
- **Flexible Meeting Times:** Recognizing the diverse schedules of parents, meetings and events will be scheduled at different times (morning and evening) to accommodate working parents.
- **Inclusive Events:** All school events will be designed to ensure that parents from all backgrounds feel welcomed and included.

## 8. Parents Council

- **Purpose:** The Parents Council will serve as a formal organization through which parents can collaborate with school staff on initiatives that enhance the educational experience and strengthen the school community.
- **Involvement:** Interested parents become members of the Parents Council and are encouraged to attend meetings, share ideas, and participate in organizing events such as charity drives, social functions, and school improvement projects.

## 9. Parental Involvement in Decision-Making

- **Consultation on School Policies:** The school will regularly consult parents on relevant policies, including behavior, uniform, and curriculum changes, to ensure parent perspectives are considered.
- **Parent Representatives:** Parents may be selected or elected to serve as representatives in various school councils or forums where key decisions are made about school operations, helping ensure parental input is factored into decisions.

## 10. Monitoring and Review

The parental involvement policy will be reviewed annually in consultation with parents and staff to ensure it continues to meet the needs of the school community. The school will monitor the level of parental engagement and continuously seek feedback to improve the effectiveness of parent-school collaboration.

Approved By  
Principal