



COMMUNICATION WITH PARENTS POLICY

Purpose:

To establish effective, timely, and transparent communication channels between The Royal Canadian School in Cairo and parents or guardians, fostering a collaborative and supportive partnership in the education and well-being of students.

Aims and Objectives:

The primary aims and objectives of this policy are as follows:

- Provide information and guidelines regarding communication between parents and teachers of RCS.
- Acknowledge home as central to the development of each student.
- School, home and student need to support one another to maximise student potential.

Scope:

All parents / guardians of students enrolled at The Royal Canadian School in Cairo.

The responsibility for implementing and fostering effective parent-communication lies with the school administration, teachers, and staff members.

1. COMMUNICATION CHANNELS:

- **Parent-Teacher Communication:**
Encourage regular communication between parents or guardians and teachers through various channels, *such as email, online platforms, parent-teacher conferences, or scheduled meetings.*
- **School Website:**
Maintain an up-to-date and user-friendly school website with sections dedicated to important information, announcements, calendars, policies, and resources accessible to parents or guardians.
- **Newsletters:**
Regularly distribute informative newsletters or updates, providing highlights of school activities, achievements, upcoming events, and important notices.
- **Mobile Applications:**
Explore the use of mobile applications that facilitate communication, allowing parents or guardians to receive notifications, access school-related information, and communicate with teachers and administrators.
- **Social Media Presence:**
Maintain a *professional social media presence*, using platforms such as Facebook, Twitter, or Instagram, to share relevant updates, photos, and celebrate student accomplishments.
- **Parent Portals:**



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Provide parents or guardians with *access to secure online portals* where they can view their child's academic progress, attendance records, assignment submissions, and upcoming events.

- **Direct Communication:**

Encourage open lines of direct communication between parents or guardians and the school administration, teachers, or relevant staff members, ensuring accessibility and responsiveness.

2. TIMELINESS AND RESPONSIVENESS:

- Ensure that parents or guardians receive timely updates regarding important school events, schedule changes, emergency procedures, and other relevant information.
- Establish clear expectations for the school staff to respond to parent inquiries or concerns within a reasonable time frame, acknowledging receipt of the communication and providing appropriate follow-up.

3. PARENT-TEACHER CONFERENCES:

- Schedule regular parent-teacher conferences to provide opportunities for *face-to-face interactions* between parents / guardians and teachers.
- Clearly *communicate* the purpose, dates, and schedule for parent-teacher conferences well in advance.
- Give parents or guardians *ample notice* to book appointments and prepare questions or concerns to discuss during the conference.
- Provide interpreters or translation services if necessary to *facilitate effective communication*.

4. MULTILINGUAL COMMUNICATION:

- Recognize and address language barriers by *providing translation services* or interpreters for parents or guardians who have limited English proficiency.
- Ensure that important communication, such as policy documents, newsletters, or announcements, are *available in both English and Arabic*.

5. PARENT INVOLVEMENT AND ENGAGEMENT:

- *Encourage parent involvement and engagement* through school activities, parent committees, volunteer opportunities, and parent workshops.



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- Provide opportunities for parents or guardians to *share feedback*, suggestions, or concerns through surveys, focus group discussions, or feedback forms.

6. CONFIDENTIALITY AND PRIVACY:

- Emphasize the importance of confidentiality and privacy when communicating with parents or guardians by *adhering to relevant data protection and privacy regulations*.
- *Obtain consent from parents / guardians* before sharing any personal or sensitive information regarding their child.

7. RESPONSIBILITIES

Responsibilities of Students.

We expect our students to:

- *Relay information to parents* on a regular basis about school activities and events that affect them.
- Pass on any written communication from the school to their parent(s) with a timeous response the following day, duly completed, where required.

Responsibilities of Parents.

We expect our parents to:

- *Develop close links* with the school and attend parents' meetings relevant to the age of their child/children.
- *Collaborate* with the school in developing the full potential of their children.
- Familiarise themselves with *school parent/ student handbook* (all policies are available on request).
- *Support the staff* in their implementation of policy and procedure.
- Become actively involved in the parent teacher association, attend school functions and *help build a sense of community*.

Meetings should not be arranged through the use of the email system. Every attempt will be made to arrange a telephone conversation or a meeting within 3 working days.



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Office and Teaching staff have the right to be treated with dignity and respect in their place of work; parents and guardians are asked to be measured and respectful in all their communications with the employees

This policy will be reviewed regularly to ensure it still meets the needs for RCS and whether any amendments are required to be made.