

## **PARENT FORUM MEMBERS POLICY**

**Reviewed By: Senior Leadership Team**

**April 2025**

## **GEMS MILLENNIUM SCHOOL, SHARJAH**

### **OBJECTIVE:**

GEMS Millennium School has a strong parent forum body serves as a vital link between parents, guardians, teachers, and the school administration. Its primary goal is to enhance communication, foster collaboration, and support the educational mission of the school. The Parent Forum welcomes the involvement of all interested parents and guardians.

A Parent Forum member policy outlines the guidelines and criteria for parents to become members of a school's Parent Forum or Parent-Teacher Association (PTA). The Satellite Group will work in tandem with the Main Parent Forum and ensure alignment to broader school initiatives and goals. The aim of the Satellite Group is to provide an avenue for parents who prefer to limit their participation to a particular grade level. The Satellite Parent Group will meet once in two months to provide feedback on important school related matters.

### **Membership Eligibility:**

**Parental/Guardian Status:** Membership in the Parent Forum is open to parents of students currently enrolled at the school for a minimum of one year.

**Commitment to the School's Mission:** Prospective members should demonstrate a commitment to the educational mission, values, and goals of the school.

**Adherence to School Policies:** Members are expected to adhere to all school policies and procedures, as outlined in the school diary or other official documents.

### **Membership Application:**

Interested parents/guardians must complete a membership application form provided by the Parent Forum or school administration.

Applications should include relevant contact information and a brief statement of interest or intent.

Membership applications are subject to approval by the Parent Forum leadership or designated school personnel.

### **Term of Membership:**

Parent Forum members serve a term of one academic year, renewable upon reapplication.

Members may be asked to reaffirm their commitment to the Parent Forum's goals and responsibilities at the beginning of each academic year.

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### Roles and Responsibilities:

1. **Regular Attendance:** Members are encouraged to attend Parent Forum meetings regularly.
2. Members should actively contribute ideas, feedback, and support to the Parent Forum initiatives and activities. The parent forum members should demonstrate active involvement and engagement in school or educational activities.
3. Members are expected to maintain confidentiality regarding sensitive information discussed during Parent Forum meetings or related activities.
4. Members are expected to communicate to any other parent member through the school leaders and must refrain from communicating directly.
5. Effective communication of the Parent Council with the school and the local community
6. Compliance with the policies and laws regulating the work of Parent Councils
7. Contribution to supporting the national and social identity of students and preserving the Emirati cultural heritage
8. Members should work closely with the school senior leadership and contribute to school improvement planning.
9. Members should make a positive impact on the school community and its educational processes. This could be through initiatives that enhance parent-teacher communication, support student development, or improve the overall school environment.
10. Members **must** undertake training on child safeguarding to ensure the safety and wellbeing of all students.
11. Members must refrain from bringing their ward for any voluntary activities or onsite meetings organized by Parent Forum unless explicitly mentioned in the invite. Members are requested to inform the Parent Forum leadership team in case of any unavoidable circumstances.
12. Communication must only be in English. The use of regional language during meetings will not be acceptable.

**Code of Conduct:** Members must adhere to a formal dress code for all school meetings. Members must treat all participants with respect and courtesy, fostering an atmosphere of inclusivity and open communication. Members must refrain from indulging in acts of partiality and bias during school competitions and parent forum led events.

**Leadership:** Strong leadership within the parent forum members, including effective organization, communication, and decision-making skills, is often valued. Leaders who inspire and motivate others to participate and contribute are typically recognized.

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**Communication Hub:** The parent forum body acts as a central communication hub between parents and the school. It disseminates important information, such as school policies, upcoming events, academic updates, and volunteer opportunities, to parents.

**Parental engagement:** It encourages and facilitates parental involvement in school activities and decision-making processes. As responsible parent volunteers, they should adhere to the school policies and should focus on supporting all students equally and promoting a positive and inclusive environment for everyone involved. This not only aligns with the school's values but also sets a good example for students about fairness and teamwork. It organizes workshops, seminars, and informational sessions for parents on topics related to child development, academic support, parenting skills, and school policies.

**Support Network:** It creates a supportive network among parents, fostering relationships and a sense of community within the school. It provides a platform for parents to connect, share experiences, and offer support to one another.

**Advocacy:** It advocates for the interests and needs of students and parents within the school community. This may involve addressing concerns or issues raised by parents, advocating for changes or improvements in school policies or programs, and ensuring that diverse perspectives are represented.

**Community Engagement:** The parent forum body fosters connections between the school and the broader community. It may organize community outreach programs, partnerships with local organizations, or initiatives to promote civic engagement and social responsibility among students and families.

### **Revocation of Membership:**

Membership in the Parent Forum may be revoked if a member violates the responsibilities outlined in this policy or engages in behavior detrimental to the school community. Revocation of membership is subject to review and decision by the Parent Forum leadership or the school Principal.

### **Amendment of Policy:**

This policy may be amended or revised by the Parent Forum leadership, in consultation with the school administration, as needed to ensure its effectiveness and alignment with the goals of the Parent Forum and the school.

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#### Acknowledgment:

By applying for membership in the Parent Forum, parents and guardians acknowledge their understanding of and must agree to abide by the terms and responsibilities outlined in this policy.

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