



Communication with parents policy

There are three main poles in the children's learning path: the family, the school and the community. All of them are seemingly important and the participation of the parents is a basic to success on reaching the pre-established learning goals.

Parental involvement goals:

- 1- Improve their children academic results
- 2- Extra support to the school within the local community.
- 3- Create a comfortable experience for the child by using the information provided by the parents through induction (The parent has the opportunity to tell the teachers about the likes and dislikes of their child. The purpose if this knowledge is for the teacher to ensure that the child is comfortable during her first few sessions at kindergarten)
- 4- Learn the parents' opinion of the school of the following:
 - a) Children's development
 - b) Homework
 - c) Students and staff attendance
 - d) Their general opinion of the school

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Parental Involvement

Parents are explained QIK curriculum and they are provided with a “Parents’ guide” with all the details related to the kindergarten. They are also invited to the orientation day before the starting of the academic year, where they can meet teachers and administrators and solve any doubts they may have. A Parent’s Consultation evening is held every term for parents and teachers to discuss each child’s development throughout the term.

Parents as Partners

We believe that parents are the partners of teachers. Their information and knowledge is essential for teachers to know. QIK work very hard with ensuring that the children feel a sense of home when they enter the kindergarten experience. We have an open door policy where parent can come in anytime during working hours and may discuss any concerns. We ensure that observations are ready at hand, in case of any discussions.

Parent Literacy and Numeracy

We encourage parents to participate in the Literacy and Numeracy lessons in order for them to support their children at home with homework.

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Parental Involvement Policy

QIK Policy on Parental Involvement is as follows:

- An Open Door Policy for Parents to address any concerns they may have involving the children.
- Parents must know details of their child's teacher such as, name and appearance
- A communication box is provided for parents to contribute any suggestions or concerns.
- Parents are invited to attend Literacy and Numeracy classes in order to further support their children at home.
- Parents are invited to *Stay and Play Sessions* to learn how children can learn through play.
- Parents will receive information on weekly planning and a Newsletter
- Parents receive two reports in a school year, and two Parent Teacher consultations throughout the school year, to discuss their child's progress.

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PARENTS COMMUNICATION PLAN 2022-2023

Objectives	Methods and activities	Target group	Implementers	Period	Proofs of success	Done	Not done (reasons)
1- Welcome students and parents to explain latest rules and regulations	<ul style="list-style-type: none"> ➤ Orientation day where the principal gives details for the starting year 	Parents	School administration	August (before the starting of the academic year)	<ul style="list-style-type: none"> ➤ Record of meeting ➤ Meeting report ➤ Photos 	Done	
2- Parents have the chance to express their suggestions and concerns	<ul style="list-style-type: none"> ➤ Principal's door is always open to receive any suggestions or concerns. ➤ WhatsApp is always open and a quick communication with parents is done through it. ➤ Make questionnaires as a feedback from parents to learn about their satisfaction on their child's development 	Parents	School administration	Throughout the school year Mid term	<ul style="list-style-type: none"> ➤ Suggestions and complains are received and followed up with due employee 		

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3- Tailored meetings	<ul style="list-style-type: none"> ➤ Parents are invited to sit on individual meetings with the teachers to discuss concerns (academic or non-academic) 	Parents	School Administration Teachers	Throughout the school year	<ul style="list-style-type: none"> ➤ Records of meetings 		
4- Mothers' meetings	<ul style="list-style-type: none"> ➤ Mothers are invited to attend two mothers meetings during the year. These meetings are announced in the WhatsApp groups as well as in the weekly newsletter and ClassDojo 	Parents	School Administration Teachers	End of first semester and end of second semester	<ul style="list-style-type: none"> ➤ Records of meetings ➤ Photos 		
5- Activate ClassDojo	<ul style="list-style-type: none"> ➤ Parents communicate directly with teachers and administration, sending their messages any time that suits them. ➤ Messages are replied as soon as possible. 	Parents	School Administration Teachers	Throughout the school year	<ul style="list-style-type: none"> ➤ ClassDojo own records 		

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6- Social media	<ul style="list-style-type: none"> ➤ Parents are informed of our active social media services (Facebook and Instagram) ➤ Pictures of the activities are sent and parents can communicate with the kindergarten if they so wish 	Parents	School Administration Teachers	Throughout the school year	<ul style="list-style-type: none"> ➤ Social media pages and accounts 		
7- Invitation to mothers to assist the “mothers’ visit” day	<ul style="list-style-type: none"> ➤ Mothers are invited to attend certain lessons 	Parents	School Administration Teachers	Once every term	<ul style="list-style-type: none"> ➤ Visits records 		
8- Invitation to mothers to assist workshops	<ul style="list-style-type: none"> ➤ Mothers are invited to attend some workshops prepared and presented in the kindergarten 	Parents	School Administration	Dates to be set	<ul style="list-style-type: none"> ➤ Workshops records ➤ Pictures 		

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9- Parents participation on the “Jobs week”	➤ Parents are invited to visit the kindergarten to talk about their own jobs to the students	Student	School Administration Parents		➤ Visits records ➤ Pictures		
10- Parents participation on the “One Nation “day	➤ Parents are invited to visit the kindergarten to talk about their country to the students	Student	School Administration Parents		➤ Visits records ➤ Pictures		

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6 - مشاركة أولياء الأمور

يتم شرح منهج روضة قرطبة لأولياء الأمور، كما يوزع عليهم كتيب (دليل أولياء الأمور) الذي يحوي جميع البيانات الخاصة بالروضة. كما أنهم مدعوون لحضور يوم التوجيه قبل بداية العام الدراسي، حيث يمكنهم مقابلة المدرسات و طاقم الإدارة. علماً بأنه سيُنظَّم يومان مخصصان لاجتماع أولياء الأمور خلال العام.

3.6.1 أولياء الأمور بصفتهم شركاء

نحن نؤمن أن أولياء الأمور هم شركاء الأساتذة. إن المعلومات المتوفرة لديهم هو عامل أساسي يجب أن يتوفر لدى الأساتذة. إن روضة قرطبة الدولية تعمل جاهدةً ليشعر الطالب بشيء من الجو المنزلي عندما يخوض تجربة مرحلة الروضة. لدينا سياسة الباب المفتوح لأولياء الأمور، بحيث يمكنهم الحضور إلى الروضة في أي ساعة من ساعات العمل ومناقشة أيّ من المشكلات. نضمن كون الملاحظات جاهزةً لدى الحاجة، في حال وجود أي نقاش.

3.6.2 الاستقراء

إن عملية الاستقراء هي عملية تتم مع أهل الطفل الجديد. تتوفر لدى ولي الأمر الفرصة ليخبر المدرسات عن ما يحب وما يكره طفله. الهدف من هذه المعرفة هو إتاحة الفرصة للمدرسة أن تشعر الطفل بالراحة خلال أيامه الأولى في الروضة.
الهدف : هو خلق تجربة مريحة للطفل باستعمال المعلومات التي يتم توفيرها عن طريق أولياء الأمور.

3.6.3 دروس القراءة والأرقام لأولياء الأمور

نحن نشجع حضور ومشاركة أولياء الأمور لحصص ودروس القراءة والأرقام، لنتسنى لهم الفرصة تشجيع أطفالهم في المنزل وعند حل الواجبات.

3.6.4 سياسة مشاركة أولياء الأمور

إن سياسة روضة قرطبة الدولية بما يخص مشاركة أولياء الأمور هي كما يلي:



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- سياسة الباب المفتوح، حيث تتوفر لولي الأمر الفرصة ليعبرز أية مشاكل تخص الطفل.
- يتحتم على ولي الأمر معرفة تفاصيل تخص معلمة طفله، مثل الاسم أو المظهر العام.
- يتوفر صندوق الملاحظات لأولياء الأمور، ليتقدموا بأي اقتراحات أو شكاوى.
- أولياء الأمور مدعوون لحضور حصص القراءة والأرقام لتتسنى لهم فرصة دعمهم في المنزل.
- أولياء الأمور مدعوون لحضور حصص (ابقّ والعبّ) ليشاهدوا كيف يتعلم الأطفال من خلال اللعب.
- يتسلم أولياء الأمور خططاً ونشرات إخبارية أسبوعية.
- يتسلم أولياء الأمور تقريرين سنويين، وجلستين نقاشيتين خلال العام، لمناقشة تطور الأطفال.

لم يتم (الأسباب)	منجز	براهين النجاح	مرحلة زمنية	المستفيدون	الفئة المستهدفة	الأساليب والأنشطة	الأهداف
	منجز	<ul style="list-style-type: none"> ➤ محضر الاجتماع ➤ تقرير الاجتماع ➤ الصور 	أغسطس (قبل بداية العام الدراسي)	الإدارة المدرسية	أولياء الأمور	<ul style="list-style-type: none"> ➤ يوم التوجيه حيث يعطي المدير تفاصيل عن سنة البداية 	1- الترحيب بالطلاب وأولياء الأمور لشرح أحدث القواعد واللوائح
		<ul style="list-style-type: none"> ➤ يتم تلقي الاقتراحات والشكاوى ومتابعتها مع الموظف الواجب 	طوال العام الدراسي منتصف المدة	الإدارة المدرسية	أولياء الأمور	<ul style="list-style-type: none"> ➤ باب المدير مفتوح دائما لتلقي أي اقتراحات أو مخاوف. ➤ الواتساب مفتوح دائما ويتم التواصل السريع مع أولياء الأمور من خلاله. ➤ جعل الاستبيانات كدود الفعل من أولياء الأمور للتعرف على رضاهم عن نمو أطفالهم 	2- تتاح الفرصة للآباء للتعبير عن اقتراحاتهم ومخاوفهم

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اجتماعات 1- مصممة خصيصا	<ul style="list-style-type: none"> ➤ أولياء الأمور مدعوون للجلوس في اجتماعات فردية مع المعلمين لمناقشة المخاوف (الأكاديمية أو غير الأكاديمية) 	أولياء الأمر	إدارة المدرسة مدرسات	طوال العام الدراسي	<ul style="list-style-type: none"> ➤ محاضر الجلسات 		
اجتماع 2- الأمهات	<ul style="list-style-type: none"> ➤ الأمهات مدعوون لحضور اجتماعين للأمهات خلال العام. يتم الإعلان عن هذه الاجتماعات في WhatsApp مجموعات في النشرة الإخبارية الأسبوعية و ClassDojo 	أولياء الأمر	إدارة المدرسة مدرسات	نهاية الفصل الدراسي الأول ونهاية الفصل الدراسي الثاني	<ul style="list-style-type: none"> ➤ محاضر الجلسات الصور 		
أنشطة 3- ClassDo jo	<ul style="list-style-type: none"> ➤ يتواصل أولياء الأمور مباشرة مع المعلمين والإدارة ويرسلون رسائلهم في أي وقت يناسبهم ➤ يتم الرد على الرسائل في أقرب وقت ممكن. 	أولياء الأمر	إدارة المدرسة مدرسات	طوال العام الدراسي	<ul style="list-style-type: none"> ➤ سجلات ClassDojo الخاصة 		

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وسائل التواصل الاجتماعي-4	<ul style="list-style-type: none"> يتم إبلاغ أولياء الأمور بخدمات وسائل التواصل الاجتماعي (Facebook و Instagram) النشطة لدينا يتم إرسال صور للأنشطة ويمكن لأولياء الأمور التواصل مع الروضة إذا رغبوا في ذلك 	أولياء الأمور	إدارة المدرسة مدرسات	طوال العام الدراسي	صفحات وحسابات وسائل التواصل الاجتماعي		
دعوة-5 للأمهات للمساعدة في يوم "زيارة الأمهات"	<ul style="list-style-type: none"> الأمهات مدعوون لحضور دروس معينة 	أولياء الأمور	إدارة المدرسة مدرسات	مرة واحدة كل فصل دراسي	سجلات الزيارات		
دعوة-6 للأمهات للمساعدة في ورش العمل	<ul style="list-style-type: none"> الأمهات مدعوات لحضور بعض ورش العمل المعدة والمقدمة في رياض الأطفال 	أولياء الأمور	إدارة المدرسة	سيتم تحديد التواريخ لاحقاً	سجلات ورش العمل صور		



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7- مشاركة أولياء الأمور في "أسبوع الوظائف"	أولياء الأمور مدعوون لزيارة روضة الأطفال للتحدث عن وظائفهم الخاصة للطلاب	أولياء الأمور	إدارة المدرسة مدرسات	سجلات الزيارات صور		
8 مشاركة أولياء الأمور في يوم "وطن واحد"	أولياء الأمور مدعوون لزيارة روضة الأطفال للتحدث عن بلدهم للطلاب	أولياء الأمور	إدارة المدرسة مدرسات	سجلات الزيارات صور		

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