

GFM Community and Parental Engagement Policy

Published Date:	December 2025
The Policy will be reviewed annually, or more regularly, in the light of any significant new developments. The next anticipated review date will be:	December 2026

1. Vision and Purpose

At GFM, we believe that education is most effective when it is a partnership among students, school, families, and the wider community. This policy reflects our commitment to building and sustaining this partnership.

It is grounded in our school values: **Grow • Flourish • Mindful**, our overarching commitment to excellence through the GEMS Education values (Care, Always Learning, Excellence & One Team), and our mission to empower students to become innovative, caring problem-solvers and global citizens.

Through this policy we aim to ensure parents/guardians (and where relevant, broader community members) are informed, engaged, and involved - providing their unique support, insight, and partnership in the life of the school.

2. Scope and Applicability

This policy applies to:

- All parents and guardians of enrolled students;
- All members of school staff - teaching, pastoral, leadership, administrative;
- Any community or external partners engaged with the school (volunteers, specialists, guest speakers);
- All school-related environments including the campus, school events, trips, digital/online communication under GFM identity, and any school-associated activities.

3. Principles

In implementing this policy, GFM commits to:

- **Respect & Inclusivity:** Recognise the diversity of our school community, and ensure that communications and engagement are inclusive, accessible and culturally appropriate.
- **Transparency & Open Communication:** Provide timely, accurate and meaningful information about school policies, student progress, opportunities, events, and avenues for engagement.
- **Collaboration & Partnership:** View parents and community members as partners in learning and school life - their input, feedback and involvement are welcomed and valued.
- **Shared Responsibility & Mutual Support:** Encourage shared responsibility for student development, wellbeing, and school culture; promote mutual support among staff, parents, students, and community.
- **Continuous Improvement:** Regularly review and evaluate parental and community engagement efforts, adapting practices to meet changing needs or feedback.

Vision

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4. Objectives

The main objectives of this policy are to:

1. Keep parents/guardians well-informed about their child's academic progress, social and emotional wellbeing, school initiatives, events, and overall life at GFM.
2. Offer regular and meaningful opportunities for parents and community members to engage with the school - in decision-making, feedback, volunteering, events, and school development.
3. Strengthen trust, understanding, and collaboration between home and school to support each student's learning, development and welfare.
4. Foster a vibrant, inclusive and supportive school community by encouraging parental / community involvement and contributions.
5. Provide a clear framework for how the school will communicate, involve, and collaborate with parents and the community.

5. Roles and Responsibilities

5.1 School Leadership & Staff

- The Principal (and Senior Leadership Team) ensures this policy is implemented, monitored and reviewed regularly; they also promote a school culture of open partnership and community engagement.
- Parent Relation Executive (PRE) is responsible for organising communication, maintain records, coordinate events, and act as liaison between parents/community and school leadership.
- Class teachers, form tutors, pastoral staff should support and encourage parent engagement - sharing information, inviting participation, responding to communications or concerns, and cooperating with the PRE.
- Pastoral / Wellbeing / Inclusion teams should ensure engagement and communication are accessible to all families, including those requiring additional support or from diverse backgrounds.

5.2 Parents / Guardians / Community Members

- Parents/guardians should engage constructively and respectfully, supporting their child's learning and wellbeing, participating in events or meetings when possible.
- Offer feedback, suggestions or concerns through official channels (e.g., via PRE, meetings, surveys), and collaborate with school staff for the benefit of their child and the wider school community.
- Where applicable, contribute as volunteers, resources, or support in school initiatives, events, and community-building activities - respecting guidelines, safeguarding requirements, and school policies.

6. Communication and Information Channels

GFM will maintain and promote multiple, accessible channels to keep parents/community engaged and informed. These include (but are not limited to):

- Official school communications (newsletters, bulletins, linktree, WhatsApp), digital or printed.
- Secure school portal or parent-portal for announcements, calendar/events, curriculum information, reports, notices.

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- Email communication and telephone contact for academic, pastoral or administrative matters.
- Scheduled parent-teacher meetings (formal and informal) and welcomes/orientation sessions (especially for new joiners).
- Community and parent meetings, open forums, feedback sessions, parent solutions.
- Parent-friendly events and school social/cultural/community activities.

7. Parent and Community Engagement Activities

To foster active engagement, GFM will offer a variety of opportunities, such as:

- Orientation / Welcome Sessions - at the start of the academic year or on admission to introduce school vision, policies, expectations, curricula, key staff, and engagement opportunities.
- Parent-Teacher / Parent-Staff Meetings - regular meetings to discuss academic progress, wellbeing, social development, and co-curricular involvement.
- Parent / Community Workshops and Information Evenings - e.g. curriculum workshops, online safety, wellbeing, study-support, cultural events.
- School Events & Community Activities - cultural celebrations, social gatherings, exhibitions, sports days, fairs, open-days to build community spirit.
- Volunteering / Parent Contributions - engaging parents/community members with relevant expertise (academic, cultural, arts, environment, health etc.) to support school initiatives, deliver workshops, or assist at events.
- Feedback & Consultation Mechanisms - regular surveys, feedback forms, open-forum meetings or representation (e.g. Parent Committee) to gather parent/community voice and collaboratively shape school practices.

8. Inclusion and Accessibility

GFM is committed to making engagement inclusive:

- Communications (written, digital) should be clear, accessible and, where feasible, multilingual to reflect the diversity of the community.
- Ensure opportunities to participate are flexible - considering parents' schedules, working commitments, remote-friendly options (e.g. virtual meetings) where appropriate.
- Provide additional support or reasonable adjustments for families facing language, logistical, or other barriers to engagement.
- Ensure all engagement activities comply with safeguarding, privacy, and school policies.

9. Safeguarding and Conduct Expectations

As part of our community partnership, all participants - staff, parents, volunteers, community members - are expected to uphold the school's code of conduct:

- Treat all members of the school community with respect, courtesy, and professionalism.
- Use official and appropriate channels for communication, feedback or grievances, rather than informal or public/social-media platforms.
- Volunteers or community contributors must comply with safeguarding requirements, school rules, and supervision protocols.
- The school reserves the right to intervene, restrict or withdraw engagement privileges if behaviour is unacceptable, threatening, or violates school policies (referencing existing policies in place, such as Code of Conduct / Zero Tolerance / Safeguarding). As described in the school's existing Zero Tolerance Policy

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10. Monitoring, Review and Evaluation

- This policy will be reviewed at least annually (or more frequently if required) to ensure it remains relevant, effective, and responsive to community needs.
- The PRE / Senior Leadership Team will monitor parent/community participation rates, feedback outcomes, involvement in events, response times, communication effectiveness, and report periodically.
- Feedback from parents, staff and community members will be actively sought (via surveys, meetings, forums) and used to inform adjustments to the engagement programme.
- Any changes to the policy will be communicated to the whole school community in a timely manner.

11. Implementation – Key Actions and Strategy

To embed this policy effectively, GFM will:

1. Publish the policy and distribute it to all parents/guardians (via portal, newsletters, welcome packs).
2. Schedule and promote a calendar of parent-school events (orientation, meetings, workshops, social/community events, opportunities for volunteering).
3. Establish regular communication rhythms (newsletters, bulletins, reports, emails) ensuring transparency and accessibility.
4. Provide multiple participation options (in-person, virtual) and ensure inclusive practices to reach as many parents as possible.
5. Facilitate parent feedback mechanisms (surveys, forums, feedback forms) and reflect on feedback during annual review cycles.
6. Maintain safeguarding, respect and conduct expectations - ensuring any volunteer or community engagement follows school safeguarding and policy standards.
7. Monitor, evaluate and review the policy's effectiveness annually (or as needed), adjust accordingly, and share outcomes with the community.

12. Policy Endorsement and Acceptance

This policy is formally approved by the School Leadership Team and is effective from the date of publication. All staff, parents, and community stakeholders are expected to understand and adhere to the principles and guidelines herein.

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