



# PARENT ORGANISATION POLICY

Policy Name	Parent Organisation Policy
Policy Identification Number	
Policy Version Number	V1.1
Date of Validation	September 2025
Date of Review	September 2026

### Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
September 2024	V1.0	Liam Cullinan	New Document
September 2025	V1.1	Liam Cullinan	This version of the Parent Engagement Policy has been updated for the 2025–2026 academic year to ensure full alignment with ADEK’s <i>School Parent Engagement Policy</i>

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## Abbreviations & Definitions

Abbreviation	Definition
SLT	Senior Leadership Team
NAS Abu Dhabi	Nord Anglia International School Abu Dhabi

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## Purpose

The Parent Connect Organisation at NAS Abu Dhabi is a voluntary group that fosters an inclusive, collaborative, and proactive school community. It provides parents with structured opportunities to engage with the school, support its mission, and enrich the educational experience of all students.

This policy sets out the framework for the organisation's roles, responsibilities, and operations, ensuring alignment with ADEK's School Parent Engagement Policy, UAE cultural values, and the school's strategic objectives.

## Statement

### What is Parent Connect?

Parent Connect is the official parent organisation of NAS Abu Dhabi. It is a voluntary body working closely with school leadership to strengthen the partnership between parents and the school. Parent Connect supports communication, enhances the student and family experience, and organises initiatives that reflect the values and ethos of NAS Abu Dhabi.

### Why Parent Engagement Matters

Parent engagement is a cornerstone of student success and wellbeing. By actively participating, parents contribute to a positive and inclusive culture, help mobilise resources, support school events, and provide feedback that guides continuous improvement. Parent Connect ensures that parental involvement benefits all students and contributes to a thriving school community.

### Who Can Join?

Membership is open to all parents and guardians of enrolled students. Parents may apply for leadership roles or volunteer positions, depending on their skills and interests. All members are expected to uphold the school's values, demonstrate respect for cultural norms, and follow ADEK and NAS Abu Dhabi guidelines.

## Parent Connect operates with the following voluntary roles:

- **Chairperson** – Provides leadership, ensures alignment with school values, liaises with administration, and oversees meetings and initiatives.
- **Vice-Chairperson** – Supports the Chairperson, ensures coordination across the committee, and assumes leadership when required.
- **Treasurer** – Manages financial matters, ensures compliance with UAE law and ADEK fundraising regulations, and reports transparently.
- **Events Coordinator** – Plans and delivers events in collaboration with the Marketing Department and other committee members.
- **Volunteer Coordinator** – Recruits, organises, and supports parent volunteers; monitors engagement.
- **Cultural Liaison** – Ensures activities reflect UAE cultural norms, organises awareness sessions, and promotes inclusivity.

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- **Welcoming Lead** – Supports new families, provides guidance, and encourages integration into the community.
- **Class Representatives** – Facilitate communication within class groups, ensure accuracy of information, and promote positive engagement.

### Target Audience

This policy applies to students, parents, and staff of NAS Abu Dhabi.

## Operational Guidelines

### Meetings and Communication

- Regular meetings will be held, chaired by the Chairperson.
- All members are expected to attend and contribute.
- Open and timely communication between Parent Connect and the school is required to address concerns promptly.

### Election Process

- Leadership positions (Chairperson, Vice-Chairperson) are filled through an Biennial election in Term 1 (every two years).
- Nominations are open to all parents; up to five candidates per role may stand.
- If only 1 or two parents apply for one role they will share the responsibility and no election will take place.
- Parents and staff have the right to vote.
- Re-election is required for those wishing to continue in their role (annually).

### Fundraising and Financial Management

- All fundraising must comply with UAE Federal Law No. 3 of 2021, ADEK regulations, and school procedures.
- The Treasurer must ensure transparent use of funds for initiatives that benefit the school community.

### Privacy and Data Protection

- Personal information will only be used for Parent Connect purposes and in line with the school's data protection policies.

### Review and Amendments

- The policy will be reviewed annually by school leadership and Parent Connect.

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- Amendments require approval from school administration to ensure compliance with ADEK and NAS Abu Dhabi standards.

## Appendix: Parent Connect Roles & ADEK Compliance

### Parent Connect Responsibilities Table

Role	Key Responsibilities
<b>Chairperson</b>	Provides overall leadership; ensures activities align with school's values; serves as main liaison with school administration; organises and leads meetings; oversees planning and execution of Parent Connect initiatives. Works directly with the schools representative, responsible for Parent Engagement (Marketing Executive).
<b>Vice-Chairperson</b>	Supports the Chairperson; coordinates communication across the committee; provides leadership in the absence of the Chairperson; supervises specific projects.
<b>Treasurer</b>	Manages Parent Connect finances; keeps accurate records; prepares regular financial reports; ensures compliance with UAE Federal Law No. 3 of 2021 and ADEK fundraising regulations; works with the school finance team. Works directly with the Finance team.
<b>Events Coordinator</b>	Plans and organises school events with Parent Connect and the Marketing Department; manages logistics and budgets; ensures events reflect school and community values. Works directly with the Marketing team on events.
<b>Volunteer Coordinator</b>	Recruits, organises, and guides volunteers; provides event support; communicates roles and expectations; tracks and acknowledges contributions.
<b>Cultural Liaison</b>	Advises Parent Connect on UAE cultural norms and ADEK guidelines; promotes cultural awareness through sessions and workshops; ensures activities are culturally appropriate and inclusive. Works directly with the ADEK Liaison and Marketing team.
<b>Welcoming Lead</b>	Leads efforts to integrate new parents; acts as main contact for new families; supports communication and guidance; encourages new families to join events and Parent Connect activities. Works directly with the Admissions Team and supports school tours.
<b>Class Representatives</b>	Act as communication links within class groups; share accurate school updates; encourage direct parent feedback to the school; support positive class community relations.

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## ADEK Parent Engagement Compliance Table

ADEK Requirement (Policy v1.1, Sept 2024)	How NAS Abu Dhabi Parent Engagement Policy Meets This	Updates Added
<b>Establish a Parent Organisation</b> (formal structure, voluntary, inclusive)	Parent Connect is established as the official parent body with a defined framework, roles, and scope.	Rebranded last year's "Parent Organisation" into <b>Parent Connect</b> for consistency with ADEK guidance.
<b>Transparent Roles &amp; Responsibilities</b>	Roles are clearly defined: Chairperson, Vice-Chair, Treasurer, Communication Officer, Events, Volunteer, Cultural Liaison, Welcoming Lead, Class Reps.	Added a <b>Responsibilities Table</b> for clarity and inspection evidence.
<b>Inclusive Membership</b>	Membership open to all parents/guardians of enrolled students.	Policy specifies <b>all parents/guardians</b> can apply, with transparent election process.
<b>Election of Key Roles</b>	Annual elections for Chairperson, Vice-Chair, and Treasurer; all parents and staff can vote.	Clarified election timelines (Term 1, annually) and maximum candidate number (5 per role).
<b>Regular Meetings</b>	Chairperson schedules meetings; all members encouraged to attend; communication open with school.	Strengthened statement on <b>open and timely communication</b> to align with ADEK's emphasis.
<b>Fundraising Compliance</b> (UAE Federal Law No. 3 of 2021 + ADEK oversight)	Treasurer ensures all fundraising activities comply with UAE law and ADEK regulations; works with school finance team.	Updated section to reference <b>Federal Law No. 3 of 2021</b> explicitly.
<b>Cultural Sensitivity &amp; UAE Values</b>	Cultural Liaison role ensures all activities respect UAE culture and law; supports inclusive celebrations.	Expanded responsibilities of Cultural Liaison to include <b>training, workshops, and resolving cultural issues.</b>
<b>Welcoming New Parents</b>	Welcoming Lead supports new families, provides information, and integrates them into school life.	Strengthened <b>feedback loop</b> for new families to ensure continuous improvement.
<b>Data Protection &amp; Privacy</b>	Parent Connect complies with school's data protection and privacy policies.	Confirmed all personal information is used solely for Parent Connect purposes.
<b>Annual Review</b>	Policy is reviewed annually with school leadership and Parent Connect.	Added <b>approval requirement by school administration</b> for any amendments.

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Approved and revised by:

Liam Cullinan, Principal  
01.09.2025

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