



HAPPY HOME ENGLISH SCHOOL, SHARJAH

PARENT COMMUNICATION POLICY 2025-2026

We believe in clear and respectful communication with parents to support every child's learning, behaviour, and well-being. Together, we help children feel safe, supported, and encouraged to make positive choices.

This policy outlines how the school communicates with parents regarding student behaviour, including official behaviour notices and parent meetings, ensuring transparency, fairness, and consistency.

General Communication

- Parents will be informed about any behaviour matters affecting their child in a timely, respectful, age-appropriate, and confidential manner.
- Communication may take place through written notes, phone calls, emails, or face-to-face meetings, depending on the situation.
- The school will always work in partnership with parents to support positive behaviour and the growth of each student.

Official Behaviour Notices

- An official behaviour notice will be issued when a student's behaviour does not meet the school's expectations or code of conduct.
- The notice will clearly explain:
 - The behaviour of concern
 - When and where the incident occurred
 - Actions taken by the school
 - Any support strategies or consequences
- Parents may be asked to sign and return the notice to confirm they have received and understood it.

Parent Meetings

- A parent meeting may be arranged if:
 - Behaviour concerns continue
 - The incident is serious
 - Additional support is needed for the child
- Meetings will be conducted in a respectful and professional manner.
- During the meeting, staff and parents will:
 - Discuss the behaviour concerns
 - Share perspectives and information
 - Agree on strategies to support the child at school and at home

A summary of the meeting and agreed actions may be recorded for school records.

Confidentiality and Respect

- All behaviour-related communication will be kept confidential.
- Parents, students, and staff are expected to communicate respectfully at all times.
- The school is committed to working positively with families to help every child succeed.