

Al Sadiq Islamic English School Parent Voice Policy

Policy Name	Parent Voice Policy 2025-26
Stakeholder	All staff, students, and parents
Policy Directory Reference	Al Sadiq Islamic English School
Policy Lead	Vice Principal - Ms.Aisha Thasneem, Ms.Georgina Drake
Reviewed by	Mr. Julian Williams
Approved by	Ms. Sadia Wajid – Principal
Approved Date	September 2025
Monitoring Cycle	Annually

Purpose

The purpose of this policy is to provide a structured and effective framework for parents to express their views, provide feedback, and participate in the school community. This policy aims to foster a collaborative environment where parents feel valued and heard, contributing to the continuous improvement of the school.

Scope

This policy applies to all parents and guardians of students enrolled at ASIES. It covers all forms of communication and interaction between parents and the school, including meetings, surveys, suggestion boxes, and online platforms.

Principles

- **Respect and Inclusivity:** All interactions should be conducted respectfully and inclusively, valuing diverse perspectives and ensuring every parent's voice is heard.
- **Transparency:** The school will maintain transparency in its processes and decisions, providing clear and timely communication to parents.
- **Constructive Feedback:** Parents are encouraged to provide constructive feedback that contributes to the school's development and the students' well-being.
- **Collaboration:** The school values the partnership with parents and seeks to collaborate on initiatives that benefit the entire school community.

Communication Channels

- **Regular Meetings:** The school will organise regular meetings such as Parent-Teacher Association (PTA) meetings, Parent-Teacher Conferences, and open forums to facilitate dialogue.

- **Surveys and Questionnaires:** Periodic surveys and questionnaires will be distributed to gather parent feedback on various aspects of the school's operations and initiatives.
- **Suggestion Boxes:** Physical and digital suggestion boxes will be available for parents to submit their ideas, concerns, and feedback anonymously if preferred.
- **Online Platforms:** The school will use emails, newsletters, and official school communication platforms to share information and receive feedback.

Roles and Responsibilities

- **School Administration:** Responsible for facilitating communication channels, organising meetings, and ensuring that parent feedback is considered in decision-making processes.
- **Teachers and Staff:** Expected to engage with parents, listen to their concerns, and provide timely feedback and support.
- **Parents:** Encouraged to participate actively, provide constructive feedback, and engage respectfully with the school community.

Feedback Process

1. **Collection:** Feedback will be collected through various channels, including meetings, surveys, suggestion boxes, and online platforms.
2. **Review:** The school administration will review all feedback, categorising it based on themes and urgency.
3. **Response:** The school will respond to feedback in a timely manner, providing updates on actions taken or reasons for decisions.
4. **Follow-Up:** Where necessary, follow-up actions will be taken to address concerns or implement suggestions, with progress communicated to parents.

Confidentiality and Anonymity

The school respects the confidentiality and anonymity of parents providing feedback. Personal information will not be disclosed without the consent of the individual.

Conflict Resolution

- **Mediation:** In case of conflicts or disagreements, a mediation process will be in place to facilitate a fair and respectful resolution.
- **Escalation:** If issues cannot be resolved through mediation, they may be escalated to higher authorities within the school administration or governing body.

Approval

- **Approved by:** Principal
- **Date:** August 2025
- **Review:** August 2026