



مدرستنا الثانوية الإنجليزية، الشارقة  
OUR OWN ENGLISH HIGH SCHOOL, SHARJAH  
A GEMS SCHOOL



# **POLICY ON OPEN HOUSE & PARENT –TEACHER MEETINGS**

Implemented : April 2014

Reviewed : May 2020

Next Review : May 2021

Compiled by : SLT & SMT

Approved by: Ms. Asma Gilani, Principal & CEO



Distinction to be made between 'the School Open House' , 'Parent-Orientation' and 'Parent-Teacher meeting'

- a) The Parent orientation is normally held in the beginning of the year to enable Parents and Teachers to know each other
- b) The school open house: After the major examinations for parents to know the performance of their ward. In-depth talk between the parent – teachers is not encouraged here, however, the parent may be requested to fix an appointment, through the section Supervisor, for a Parent – Teacher conference.
- c) Parent – Teacher meeting takes place between the two usually in the Supervisor's office after an appointment. This happens throughout the year although the frequency may increase before or after any major examination.

Keeping in mind the large numbers of students Open House will be staggered.

### **OPEN HOUSE POLICY**

- Please remember that this is the time when the school is on display.
- If the class rooms are being used, the class teacher must ensure that all boards inside the class room are done up properly.
- Children's works are on display.
- Supervisors will ensure that the corridor boards are done up properly.
- If the school auditorium is being used then it should have some decoration and a video of some recent event must be played on the screens.
- Photographer will be on duty to take the photographs.
- Supervisors will decide the papers that the parents need to collect from the class teachers.
- All letters and important papers will be in duplicate- one for the parent and the other to acknowledge receipt, this copy will be placed in the students file.
- Parents of those students NOT doing well academically will meet with the supervisor. The supervisor will provide a plan to help such students.
- Staff members will be dressed up formally.
- Staff members will ensure that they do not give too much time to one parent. In case the parent wants more time they should be politely directed to the supervisor's office to schedule a meeting on some later date.
- Smartly dressed prefects/ senior students should be on duty to direct the parents. They should be properly briefed by the supervisors and they should not stand in groups and talk to each other.
- There should be additional help available in the fee collection and book uniform counters to avoid long queues. This arrangement must be looked into by the admin officer.
- Tea and water should be arranged for parents at various points in the school.
- Tea and water should be provided to the teachers.