

Repton Dubai

Parent and Community Engagement Policy

Owner: Principal & Parent Liaison Officer · Review cycle: Annual · Next review: July 2027

“Children flourish when families, the school and our wider community work together.”

Repton Vision 2031

Contents

1. Purpose	3
2. Principles	3
3. Parent Engagement Structure.....	3
3.1 Parent Liaison Officer.....	3
3.2 Friends of Repton.....	4
3.3 Parent Series	4
3.4 Unofficial Parent Groups.....	4
4. Authority and Accountability	4
4.1 Principal.....	4
4.2 Senior Sponsor	5
4.3 School Operational Leads	5
4.4 Parent Chair	5
4.5 Parent Leaders, Volunteers and Contributors	5
5. Scope and Boundaries.....	5
6. Planning and Approval	6
7. Communication, Branding and External Representation	6
8. Conduct, Confidentiality and Conflicts of Interest.....	7
9. Safeguarding, Data and Inclusion	7
10. Monitoring and Review.....	7
11. Associated Documents.....	8

1. Purpose

Repton Dubai values purposeful partnership with parents and carers. Parent participation strengthens community, enriches learning and expands the opportunities available to children. This policy establishes how that participation is organised, supported and governed.

It is designed to ensure that parent contribution is inclusive, strategically aligned and properly accountable. It also protects the distinction between welcome participation and the school's responsibility to make decisions, to lead its educational provision, and to safeguard every child.

2. Principles

- Parent partnership is welcomed; school authority is retained.
- Contribution does not create governance rights, privileged access or advantage for an individual child.
- Parent engagement structures serve the wider school community rather than individual interests.
- Every activity must have a clear purpose, a single accountable school owner, and an approved approach and timelines.
- Visibility and volume are not measures of success; impact is judged by what participation makes possible for children and the community.
- Participation must reflect Repton Dubai's values of Excellence, Commitment and Trust.

3. Parent Engagement Structure

3.1 Parent Liaison Officer

- The Parent Liaison Officer is the school's official channel for parent feedback, liaison and support.
- Each engagement structure has a Parent Chair who coordinates parent participation within its approved remit and is the direct link to the Parent Liaison Officer.
- The role helps families navigate school processes, identifies recurring themes and ensures that feedback reaches the appropriate school leaders.
- The Parent Liaison Officer works with Friends of Repton and the Parent Series but does not have authority over either body; authority lies with the Chair of each group and, where appropriate, the Principal.

3.2 Friends of Repton

Friends of Repton is the school's structured parent-volunteer body for community, connection and belonging.

- It supports cultural celebrations, community gatherings, new-family induction, volunteering, charity and other approved activities that strengthen relationships across the school.

3.3 Parent Series

Parent Series is a school-led strategic programme through which parents, alumni and community partners contribute expertise, experience, mentoring and professional connections to students' education.

- It supports the Repton Dubai 2031 commitment that the community should expand who children learn from, where they learn and what becomes possible through those relationships.
- Parent Series may include talks, workshops, academic and professional encounters, mentoring, workplace experience, internships and partnerships with parent businesses where these serve an approved educational purpose.

3.4 Unofficial Parent Groups

Parents may establish independent groups for personal connection.

- These groups, including unofficial WhatsApp groups, are not operated, managed or endorsed by Repton Dubai and must not be presented as official school communication channels or as representative of the school.
- All official school communication comes through the school's communication platform: MyRepton.
- The school will provide parents with guidance on the legal implications of being an owner or administrator of unofficial groups, including their responsibilities around appropriate moderation, confidentiality, personal information, images of children, and the redirection of school matters through official channels.

4. Authority and Accountability

4.1 Principal

- Holds final authority for this policy and for all activity conducted in the school's name.
- Approves annual operating plans for Friends of Repton and Parent Series.
- Approves the use of any school branding, external representation, significant partnerships, sponsorship and public commitments made by either body.
- Acts as final arbiter where scope, ownership, conduct or reputation is disputed.

4.2 Senior Sponsor

- Ensures that both structures align with school strategy and this policy.
- Quality-assures annual plans and monitors delivery, conduct and impact.
- Prevents duplication, resolves ownership questions and intervenes when boundaries are breached.
- Escalates matters requiring Principal approval.

4.3 School Operational Leads

- Coordinate approved activity and retain authority over calendars, safeguarding, logistics, communication and educational quality.
- Ensure that proposals complete the required checks before commitments are made.
- Maintain records of decisions, responsibilities and agreed actions.

4.4 Parent Chair

- Chairs the Friends of Repton or Parent Series.
- Works with the Principal, senior sponsor and operational leads to establish an annual working plan.
- Coordinates parent participation within the approved plan.
- Reviews impact with the Principal and senior sponsor at agreed intervals.

4.5 Parent Leaders, Volunteers and Contributors

- Contribute within the approved purpose and remit of the relevant structure.
- Do not speak for the school or claim to represent the wider parent population unless specifically authorised to do so.
- Do not approve expenditure, branding, partnerships, communications or commitments on behalf of the school.
- Declare relevant personal, family, professional and commercial interests.
- Respect confidentiality, collective decisions and the authority of school leaders and staff.

5. Scope and Boundaries

Friends of Repton and Parent Series are participation structures.

- Neither is a governing, regulatory or decision-making body.
- Neither determines school policy, curriculum, staffing, admissions, pupil placement, assessment, discipline, safeguarding decisions or the allocation of opportunities to individual pupils.

- Neither structure independently gathers, publishes or claims to represent parent opinion.
- School-led consultation may involve either structure, provided the purpose, questions, process and reporting arrangements have been approved in advance.
- Meetings, activities and positions must not be used to discuss, advocate for or seek advantage in relation to an individual child, family, member of staff, class, team, year-group placement or admissions decision.

Individual questions, concerns and complaints must follow the school's established channels, supported where appropriate by the Parent Liaison Officer.

6. Planning and Approval

Friends of Repton and Parent Series will each operate through an annual plan approved by the Principal. The plan will identify intended outcomes, activities, accountable school leads, parent leads or contributors, budget, required approvals, measures of success and review points.

Proposals will follow the school's approval route:

1. Purpose — identify the relevant structure and the agreed outcome the proposal supports.
2. Ownership — identify one accountable school lead.
3. Checks — consider safeguarding, finance, logistics, communication, inclusion, data protection and conflicts of interest.
4. Approval — obtain operational approval and, where required, the Principal's approval.
5. Delivery — add the activity to the approved plan and the official calendar before making commitments or issuing publicity.
6. Review — evaluate what the activity made possible and whether it should continue.

A proposal that has been declined, paused or redirected may not be pursued through another member of staff in order to secure a different decision.

7. Communication, Branding and External Representation

No parent leader, volunteer or contributor may, without prior written school approval:

- Issue a statement or communication in the school's name.
- Use the Repton Dubai name, crest, logo, templates or other brand assets.
- Contact media or make public comment on behalf of the school.
- Approach or commit speakers, sponsors, charities, suppliers, businesses or partner organisations in the school's name.
- Create or describe a communication channel outside of school channels as official.

- Publish photographs, recordings, personal information or work relating to children or staff.
- Commit expenditure, fundraising, sponsorship, procurement or other financial arrangements without explicit liaison with the Principal and/or the school compliance officer.

Final approval for school branding, external representation and public commitments rests with the Principal.

8. Conduct, Confidentiality and Conflicts of Interest

Participants are expected to:

- Act in the interests of the wider school community.
- Avoid using a position for status, commercial promotion, personal access or advantage.
- Declare any conflict of interest before discussion or decision, and withdraw where directed.
- Maintain confidentiality and sign a confidentiality agreement where required by the school.
- Communicate respectfully and avoid presenting personal views as collective or school positions.
- Support inclusive participation and shared ownership rather than personal control of activities.
- Comply with school policies, safeguarding expectations and reasonable instructions from school staff.

The school may suspend or end an individual's role or participation where conduct, confidentiality, conflicts of interest, repeated boundary breaches or reputational risk make this necessary. The Principal's decision is final.

9. Safeguarding, Data and Inclusion

All activity involving pupils is subject to the school's safeguarding procedures and staff supervision. Participation does not provide access to confidential pupil, family or staff information. Personal data may only be collected, used, shared or retained through school-approved processes.

Activity must be designed to be inclusive and must not depend upon a family's social position, personal connection or ability to pay. Educational opportunities arising through Parent Series will be selected and allocated by the school according to educational purpose and transparent criteria.

10. Monitoring and Review

This policy will be reviewed annually. The school will consider participation, inclusion, delivery against approved plans, stakeholder feedback, conduct, strategic contribution and the educational or community value created.

Friends of Repton will be evaluated principally by its contribution to connection, induction, participation and belonging. Parent Series will be evaluated through access, equity, depth, educational value and progression towards community expertise becoming a normal part of how students learn.

11. Associated Documents

Associated Documents	
Friends of Repton Terms of Reference	
Parent Series Terms of Reference	
Parent Volunteer and Contributor Code of Conduct	
Friends of Repton Annual Operating Plan	
Parent Series Annual Operating Plan	

v	Principal & Parent Liaison Officer
Executive Authority	Principal
Applies To	All parents, carers, volunteers, contributors and staff
Associated Structures	Parent Liaison Officer; Friends of Repton; Parent Series
Approval	Principal and Senior Leadership Team
Review Cycle	Annual Next review: July 2027