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high school

CREDENCE HIGH SCHOOL

COMMUNITY AND PARENTAL ENGAGEMENT POLICY



TOGETHER WE SUPPORT, GUIDE, AND GROW

CREDENCE HIGH SCHOOL

COMMUNITY AND PARENTAL ENGAGEMENT POLICY

FUNCTION	To foster Collaboration Between School, Parents, and Community
STATUS	Implemented
REVIEW SCHEDULE	Annual
REVIEWED BY	All Phase Supervisors
LAST REVIEWED ON	April 2026

COMMUNITY AND PARENTAL ENGAGEMENT POLICY

OUR VISION

To be an institution that nurtures free and happy minds, empowering students to excel and contribute meaningfully to society in the field of their choice.

OUR MISSION

To create an inclusive and supportive campus that fosters belonging, happiness, physical safety, and intellectual freedom.

To nurture the innate talent of each child, building a culture of individual achievement and collective excellence.

To instill strong values, ethics, and personal integrity.

To nurture a diverse, international community prepared to thrive in a globalised world.

To kindle curiosity through ICT-enabled, research-oriented, independent, and enquiry-based learning.

1. PURPOSE

The purpose of this policy is to foster strong, collaborative, and respectful partnerships between the school, parents, and the wider community. The school recognises that such positive engagements enhance student learning, well-being, citizenship, and long-term success.

2. VISION

To build an inclusive, supportive, and collaborative school environment where families and community members are active partners in students' academic, social, and emotional development.

3. GUIDING PRINCIPLES

- **Collaboration:** Engagement is a shared responsibility among the school, parents, and the community.
- **Transparency:** Communication will be clear, consistent, and timely.
- **Respect and Inclusivity:** Diverse family structures, cultures, and community voices are valued.
- **Student-Centered Approach:** All engagement efforts prioritize student welfare and achievement.
- **Confidentiality:** Personal and student information is treated with professional discretion.
- **Accountability:** Clear roles, responsibilities, and expectations are established and monitored.

4. OBJECTIVES

- Strengthen the relationship between home, school, and community.
- Promote parental involvement in academic and extracurricular activities.
- Encourage community partnerships that enrich the educational experience.
- Ensure effective channels for communication and feedback.
- Provide opportunities for families to participate in school initiatives.

5. ROLES AND RESPONSIBILITIES

5.1 School Responsibilities

- Maintain open, respectful, and consistent communication with families.
- Provide timely information regarding student progress, behaviour, curriculum, and school activities.
- Offer opportunities for parents to participate in school life (PTMs, workshops, volunteering).
- Build partnerships with community organizations, businesses, and local institutions.
- Provide training and orientation for parents on supporting student learning at home.
- Respond to parental concerns within 24 working hours.

5.2 Parent Responsibilities

- Engage with school communication channels (email, portal, newsletters, SMS).
- Participate in meetings, workshops, and school events.
- Maintain updated contact information.
- Support school expectations, homework routines, and student behaviour standards.
- Raise concerns using appropriate school channels before approaching external groups or social media.

5.3 Community Responsibilities

- Collaborate with the school on educational, cultural, and service-learning projects.
- Provide expert knowledge, mentorship, or resources when possible.
- Uphold the values and reputation of the school in community interactions.

6. COMMUNICATION FRAMEWORK

6.1 School-to-Home Communication

- School portal for circulars, updates and other important communication
- Emails

- SMS alerts for urgent matters
- Termly newsletters
- Parent–Teacher Meetings
- School website notices
- Annual orientation sessions

6.2 Home-to-School Communication

- Email inquiries
- Appointment requests with teachers or administrators
- Feedback forms and surveys
- Participation in parent committees

6.3 School maintains communications records

- Written communications with all parents
- Meeting notes and conference summaries
- Records of parental consent and agreement
- Documentation of engagement activities and participation
- Respond to parental concerns and inquiries
- Records of parent council meetings and decisions

7. PARENTAL AND COMMUNITY ENGAGEMENT OPPORTUNITIES

7.1 Parent Engagement

- Parent–Teacher Meetings (scheduled and on-request)
- Academic workshops (supporting learning at home, digital literacy, well-being)
- Volunteering in the National Day Celebrations, Entrepreneurship initiative, Reading Programme, “My Hero Programme”, and more
- Participation in the Parent Support Group (PSG)
- Attendance at school events (assemblies, exhibitions, performances, sports)

7.2 Community Engagement

- Community service and outreach initiatives
- Guest speakers and career awareness sessions
- Inter-school events
- Internship and work experience placements for senior students.
- Health screening and well-being awareness programs

- Emergency preparedness and community safety
- Environmental and sustainability initiatives

8. HANDLING CONCERNS AND FEEDBACK

- Concerns are first raised with the Class Teacher.
- If unresolved, the matter may be escalated to Phase Heads / School Counsellor (when applicable) /Vice Principal or Principal.
- The school is committed to resolving issues fairly and promptly.
- Feedback is welcomed and taken regularly during Parent Teacher Meetings and through Surveys

9. DIGITAL CONDUCT AND SOCIAL MEDIA GUIDELINES

- Parents and community members should use only official school channels for communication.
- They are expected to use respectful language in all communication. Abusive or defamatory posts will not be tolerated.
- Photos, videos, or information about students may not be circulated publicly without consent.
- Staff must not be contacted via social media.

10. MONITORING AND REVIEW

- The policy will be reviewed annually to ensure it remains relevant and effective.
- Input from parents, staff, students, and community partners will be considered.

11. APPROVAL AND IMPLEMENTATION

This policy comes into effect upon approval by school leadership and will be shared with parents, staff, and community partners at the start of each academic year.