BELVEDERE
INTERNATIONAL SCHOOL

# PARENT REPRESENTATIVE COMMITTEE POLICY

# 2026-2027

| | |
|---|---|
| Policy No. | **POL-AC-014** |
| Revision No. | **002** |
| Issue Date | **01 September 2026** |
| Effective Date | **01 September 2026** |
| Review Date: | **27 August 2026** |
| Next Review Date: | **27 August 2027** |

| Approvals: | | | |
|---|---|---|---|
| Principal | **Mr. Ismat Daou** | | |
| *Signature* | | Date: | 30/8/26 |
| BIS Board of Governors | **Dr. Naim Alradi** | | |
| *Signature* | | Date: | 30/8/26 |

**Purpose**

The aim of the BIS Parent Representative Committee is:

- To provide an excellent opportunity to bring together all parents to share ideas that contribute in the further improvement of the school
- To engage parents on relevant policies, foster parental engagement and involvement
- To provide an additional channel of communication and information sharing between parents and the school

**Objectives**

The Parent Representative Committee should:

- Work closely with the members of the school management team to build effective partnerships of home and school.
- Advise the School Management Team of parent's views on policy issues and incidents that may require a review of a school policy.
- Suggest and/or help to organise extra-curricular activities with the approval of the School Management.
- Provide support for parents in the school.
- Suggest and help to organise events, such as arranging talks on topics of interest to parents
- Supports, encourage and facilitate meaningful parental participation in the education of their children.

The Parent Representative Committee is not a forum for complaint against either an individual teacher, parent of the whole school organization. The BIS Complaints Procedure is the mechanism for this.

**Committee Members**

The Parent Representative Committee members should consist of dedicated parents who are ready to promote student welfare, the school mission, and the school spirit as a whole. The Parent Representative Committee is established at the beginning of every academic year. Parents who wish to take part will contact the school and express their interest to join.

An effective Parent Representative Committee shall consist of members of good moral character and standing and with skills and initiatives to promote the school and student welfare.

The Committee shall consist of a Chair, Vice Chair, Secretary and Treasurer. Members can nominate themselves to the positions. In the initial meeting, members vote for the nominees and appointments are accordingly made.

The Parent Representative Committee shall comprise a number of members, being not less than five and not more than nine members, including the Chair.

Members of the Parent Representative Committee should not use their presence on the committee to defend their personal interest or the interests of their children, but rather to contribute their thoughts and insights to serve all students and achieve the School's objectives.

**Meetings**

The Parent Representative Committee will meet at least once per half term between September and June of each school year.

- At least one meeting per term must be open to all parents at the school.
- Participating in meetings online will be deemed as present.
- Minutes of the Parent Representative Committee meetings are to be sent to all parents in the school via email.
- Dates for meetings throughout the year may be set at the first meeting of the year.
- Each member of the Parent Representative Committee shall be entitled to request for a special agenda item or voting on specific proposals. Such requests shall be included in the Agenda if given 5 days prior to the meeting date.

- Notification of upcoming meeting dates shall occur at least Ten (10) days prior to the meeting date set.

- The school will provide administrative support to the Parent Representative Committee.

Parent Representative Committee members are asked to attend all meetings. Absence from a meeting is to be conveyed to the School Management in advance by email.