

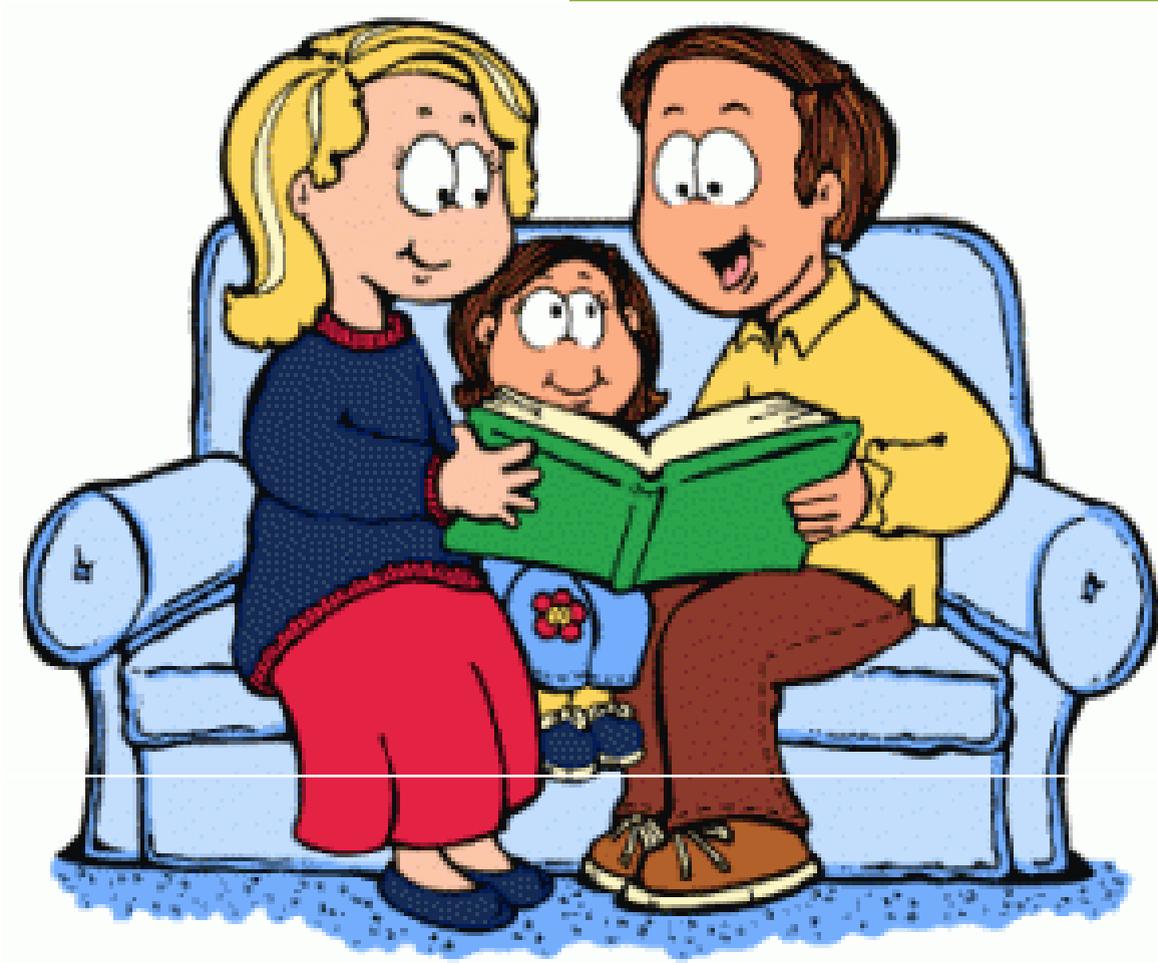


مدارس أكسفورد  
OXFORD SCHOOLS

شركة المعهد الوطني للعلوم الهندسية والإدارة  
The National Institute for Engineering & Managerial Science Co.



## Parents Policies



Oxford Schools

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### ✚ Parent policies:

- Oxf's School encourages all parents/guardians to participate and take part in the education process by keeping the door opened to any idea or/and comment that could be beneficial to the school and students', and supports the school's vision and mission.

### ✚ Implementation of the policy:

- Oxf's School encourages all parents/guardians to assist their children in completing their homework:
  1. Set a regular homework time for your child that is at least one hour long.
  2. Designate a "homework place" in the house where the child will be comfortable and free from noise and other distractions
  3. Ask your child each day after school what homework they are required for the school day.
  4. Send a note to your child's teacher the following day for any questions you may have regarding your child's homework, or if there is an acceptable reason, why your child was unable to complete that night's assigned homework.
  5. Praise your child often for trying, even if they sometimes have difficulty completing homework. Reward them for sticking to the homework schedule.

✓ **Always get in touch with your child's teacher if you have questions regarding your child's progress.**

## 1) School / Parent Communication

- Communication with the School / **How to communicate with the school:**
  1. Come to the entrance office at Gate 1 or 2.
  2. Call or leave a phone message at the main office.
  3. To report an absence call your child's principle by phone at the numbers listed on our website by 8:30 am on each day of absence.
  4. School Portal
  5. Call the school number (06-5154199 / 0798887788).
- Discipline Procedures and Sanctions
- Parent Contact
  - Parent Contact' or 'Parent Informed' is a Punishment; this refers to details related parents being notified either by a phone call or by a letter sent home of the situation involving the student. Depending on the situation, a teacher or the HOD may contact the parents. If a letter is sent home, it will be noted in the student's portfolio.

✓ **Often such a letter brought home by students will involve the parent signing it and having the student return it to the school to confirm receiving the letter.**

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- **How to communicate with a Teacher:**

- Call your child's principal and leave a message asking the teacher(s) to call you back.
- Email the teacher using the [first initial last name@oxfordschools.edu.jo](mailto:first initial last name@oxfordschools.edu.jo).
- School Online Portal, Visit ([www.oxfordschools.edu.jo](http://www.oxfordschools.edu.jo))

## 2) Parent/P.E coach communication:

- Parent/P.E coach relationship

- Both parenting and coaching are extremely challenging. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the children. As a parent, when your children become involved in our P.E Coach, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's team.
- Communication You Should Expect from Your Child's Coach:
  1. Philosophy of the coach.
  2. Expectations the coaches have for your child as well as all the players on the team.
  3. Locations and time of all practices and contests.
  4. Team requirements, i.e. fees, special equipment, off-season conditioning.
  5. Procedure if your child got injured during practicing.
  6. Student actions that may result in the denial of your child's practicing.
  7. Communication Coaches Expect From Parents.
  8. Concerns expressed directly to the coach.
  9. Notification of any schedule conflicts in advance.
  10. Specific concern in regards to a coach's philosophy and/or expectations.

## Parents are required to contact the school to report any of the following circumstances:

- The absence and lateness of the child from school or any given school day. It is recommended that parents report such incidents prior 8:15 am on that day.
- Any medical condition that prevents the child from joining his/her P.E lessons.
- Any medical condition that requires special attention from the school's end must be provided to the School Administration in writing.
- Any changes including interruptions of child's transportation services must be provided to the School Administration in writing.
- To inquire about or request a meeting with the child's academic supervisor or Head of department or Assistant of Principal for any academic related issue.
- Any issue or concern regarding the general behavior code at the school.
- Any safety or security matter that might affect students and /or staff.
- To report or discuss any other important matters or concerns regarding the school not mentioned in this policy.
- The parents meeting after each assessment, in which they can discuss any issue regarding their child. Any comments can be recorded in parents comment form.
- SIT meeting when they are informed.