



مدرسة جيمس وستمينستر رأس الخيمة
GEMS Westminster School
RAS AL KHAIMAH

Parents Council (PPP) Policy 2025-2026

Approved by:

Ms. Ilne Gevers

Date of review:

July 2025

Next review date:

July 2026

1.0 POLICY PURPOSE

The purpose of the Parent Council Policy is to develop parent empowerment, school improvement and serve as a communication channel between the School and the families. The primary activities of the parent council shall be directed towards improving and expanding services to children and their families.

2.0 GENERAL STATEMENT OF THE POLICY

This policy consists of the procedures required to ensure effective participation of parents in developing school's educational services, and build up strong channels of communication between the school, and the parents.

3.0 POLICY PROCEDURES

3.1 PPP's Activities

The PPP activities includes, but not limited to the following:

- Provide a voice for parents, in school's activities, especially on issues that are important to their children educational life.
- Effectively involve parents in their children's learning and in the life of the school.
- Support the school in improving its services.
- Promoting student's skills, interests, knowledge and experiences.

3.2 Meetings

- The PPP meetings schedule shall be reviewed and determined annually, dependent on the needs of the PPP members.
- Special meetings may be called by the Chairperson to make necessary, immediate decisions.
- Meetings will be held monthly and an agenda will be shared with the PPP prior to the meeting.

3.3 Roles & Responsibilities

The roles and responsibilities of the PPP's members are as follows:

3.3.1 Chairperson:

- Chair the PPP meetings and in case of his absence for any reason the Deputy Chairperson shall perform the duties of the Chairperson.
- Prepare next meeting agenda in consultation with the PPP members.
- Regularly keep up-to-date with information and share at PPP meetings.
- Ensure that minutes of PPP meetings are recorded, signed and kept at the administration office.
- Regularly report on the status of PPP recommendations.
- Communicate with PPP members.
- Facilitate the resolution of conflict.
- Communicate with the School Leadership Team on behalf of the PPP.

3.3.2 PPP Member:

- Participate in any activities established by the PPP.
- Contribute to the discussions of the PPP.
- Collect the views of other parents and members of the community to share with the PPP.
- Communicate information back to other parents.

3.3.4 The Minute's Recorder:

- Responsible for sending meeting agenda and meeting invitations.
- Responsible for recording minutes in every meeting, and distributing the minutes after approval.
- Responsible for all correspondence, as approved by the PPP and the Chairperson.
- Use of technology effectively, e.g. establish e-mail distribution list etc. to stay connected with PPP members.

3.4 PPP's Agenda Items

- Students' welfare.
- Students' activities and competitions.
- Academic issues.
- Development aspects.
- Health and Safety procedures at School.
- Communication strategy.
- Other relevant issues that might be raised by parents with the acceptance of the Chairperson.



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