مدرسة الإبداع العلمي الدولية
INTERNATIONAL SCHOOL OF CREATIVE SCIENCE
BAHRAIN | البحرين



Friends of ISCS PTA Policy

Parent Teacher Association Policy

Friends of ISCS

Document Information			
Created Date	September 2026	**Policy Owner**	Principal
Created by:	Principal / Friends of ISCS Coordinator	**Reviewed by:**	Vice Principal / Principal
Review Cycle:	One Year	**Next Review:**	September 2027

Status: School policy subject to Ministry of Education requirements and any applicable Executive Regulations.

Contents

1. Rationale and Purpose 3
2. Legal and Regulatory Framework 3
3. Name and Status of the Parent Council 3
4. Aims and Objectives 4
5. Guiding Principles 4
6. Membership and Representation 4
7. Nomination, Selection and Election 4
8. Term of Membership and Vacancies 5
9. Meetings and Administration 5
10. Roles and Responsibilities 5
10.1 Parent Representatives 5
10.2 Chair / Parent Council Lead 5
10.3 Principal / School Leadership 5
10.4 Friends of ISCS Coordinator / Secretary 6
11. Scope of the Council 6
12. Matters Outside the Council's Scope 6
13. Communication and Consultation 6
14. Safeguarding, Confidentiality and Data Protection 7
15. Conduct and Conflict of Interest 7
16. Events, Fundraising and Financial Controls 7
17. Complaints and Concerns 7
18. Monitoring, Review and Ministry Compliance 8
Appendix 1: Friends of ISCS Code of Conduct 9
Appendix 2: Suggested Meeting Agenda and Minutes Template 10

1. Rationale and Purpose

ISCS Bahrain values parents as essential partners in the education, wellbeing and development of students. The Friends of ISCS provides a structured forum through which parents, teachers and school leaders can work collaboratively to strengthen communication, support school improvement and build a positive school community.

The purpose of this policy is to establish clear expectations for the constitution, operation, conduct and responsibilities of the Friends of ISCS, while ensuring that the school's Parent Council operates in accordance with the laws and requirements of the Kingdom of Bahrain and the Ministry of Education.

- Provide a clear and transparent framework for parent representation and participation.
- Strengthen constructive communication between families and the school.
- Provide a forum for collective parent voice on matters affecting the wider school community.
- Support the school's vision, values and commitment to continuous improvement.
- Promote positive relationships, community engagement and shared responsibility for students' educational experience.
- Clarify the distinction between the advisory role of the Parent Council and the governance and management responsibilities of the School Board and school leadership.

2. Legal and Regulatory Framework

This policy is informed by Law No. (4) of 2026 promulgating the Law on Private Educational Institutions in the Kingdom of Bahrain, including Article 18 concerning the Board of Directors and the Council of Parents.

Article 18 requires a private school to have both a Board of Directors and a Council of Parents. It further provides that the Executive Regulations will determine the conditions required of persons appointed or selected to such councils, their competencies, and other provisions relating to their formation.

The law also states that members of the Board of Directors may not be appointed without Ministry approval. The Friends of ISCS is the school's operational name for its Parent Council; it is not the School Board and does not assume the powers or responsibilities of the Board of Directors.

This policy must therefore be read together with any Executive Regulations, Ministry decisions, circulars, approvals or subsequent requirements applicable to private schools. Where any provision of this policy conflicts with a mandatory Ministry requirement, the Ministry requirement will prevail and this policy will be amended accordingly.

The school's internal policies are also subject to the notification and approval framework applicable under the Law on Private Educational Institutions.

3. Name and Status of the Parent Council

The Parent Council of International School of Creative Science Bahrain will be known within the school community as Friends of ISCS.

Friends of ISCS is a consultative and community partnership body. It supports constructive dialogue and parent engagement but does not replace or override the authority of the School Board, Principal, Ministry of Education, school leadership, or any statutory or regulatory body.

The title 'Parent Teacher Association (PTA)' may be used in school communications for accessibility; however, for the purposes of compliance with Article 18, Friends of ISCS functions as the school's Council of Parents.

4. Aims and Objectives

- Represent the collective views and interests of parents in a constructive and balanced manner.
- Promote effective two-way communication between parents and the school.
- Provide feedback on whole-school matters, initiatives and aspects of the parent experience.
- Support activities that strengthen student wellbeing, belonging, values and community participation.
- Encourage parent involvement in school events, workshops, enrichment activities and community initiatives.
- Help the school understand emerging themes, concerns and opportunities across the parent community.
- Support a culture of mutual respect, tolerance, collaboration, compassion, integrity and shared responsibility.
- Contribute to school improvement through constructive consultation where invited by school leadership.

5. Guiding Principles

- Students' best interests remain central to all discussions.
- Discussions should focus on whole-school or group themes rather than individual cases.
- Members represent the wider parent community and not only their own child, class or personal interests.
- Communication must remain respectful, solution-focused and consistent with the values of ISCS Bahrain.
- Confidentiality must be maintained where information is sensitive or not yet suitable for wider circulation.
- The Council will respect the cultural, religious and national values of the Kingdom of Bahrain.
- The Council will operate within school policy, Ministry requirements and applicable law.

6. Membership and Representation

Friends of ISCS should provide appropriate parent representation across the school. The exact composition and eligibility requirements will remain subject to the applicable Executive Regulations and any Ministry of Education directions.

Subject to those requirements, the school may seek representation from different phases of the school so that the Council reflects the breadth of the parent community. School leadership may also invite relevant staff members to attend meetings to provide information, respond to agenda items or support particular initiatives.

The Principal, or a delegated senior leader, will normally attend meetings in an ex-officio capacity to maintain effective communication between the Council and the school.

Membership should, as far as reasonably possible, reflect the diversity of the school community and support balanced representation rather than concentration within a single year group or phase.

7. Nomination, Selection and Election

Parent representatives will be identified through a fair and transparent process communicated to the parent body. The process may include expressions of interest, written nominations and, where there are more eligible candidates than available places, a parent election.

- Eligibility criteria will be communicated before nominations open.
- Candidates may be asked to provide a short statement explaining their interest and how they would contribute to the Council.

- Voting arrangements, where required, will be administered by the school in a fair and transparent manner.
- The school may verify eligibility and may exclude a nomination where appointment would conflict with Ministry requirements, safeguarding expectations, school policy or a material conflict of interest.
- Final constitution of the Council remains subject to any requirements contained in the Executive Regulations or Ministry directions.

8. Term of Membership and Vacancies

Unless a different term is prescribed by the Ministry of Education, parent representatives will normally serve for one academic year and may be eligible to stand again through the school's agreed process.

A place may become vacant where a member resigns, no longer has a child enrolled at the school, repeatedly fails to attend meetings without reasonable explanation, breaches the Code of Conduct, or becomes ineligible under Ministry or school requirements.

Where a vacancy occurs, the school may fill it using the next eligible candidate from the most recent election or by conducting a further nomination/election process, subject to Ministry requirements.

9. Meetings and Administration

- Friends of ISCS will normally meet at least once each school term, with additional meetings arranged where appropriate.
- Meeting dates should be communicated in advance wherever practicable.
- An agenda will be prepared in consultation with the Chair/parent representatives and the Principal or delegated school leader.
- Members may submit suggested agenda items in advance.
- Minutes will record key discussion points, agreed actions, responsible persons and review dates.
- Minutes intended for wider circulation will be reviewed by the school before publication to ensure accuracy, confidentiality and safeguarding.
- Urgent or sensitive matters may be considered outside the ordinary meeting schedule at the discretion of the Principal.

10. Roles and Responsibilities

10.1 Parent Representatives

- Attend meetings regularly and contribute constructively.
- Seek and represent broad parent views rather than individual interests.
- Maintain confidentiality where required.
- Share agreed messages accurately and avoid presenting personal views as formal school decisions.
- Support agreed community initiatives and model respectful engagement.

10.2 Chair / Friends of ISCS Coordinator

- Support the orderly and inclusive conduct of meetings.
- Work with the school to agree agendas and priorities.
- Ensure discussion remains within the Council's remit.
- Encourage balanced participation and constructive dialogue.
- Support follow-up of agreed actions.

10.3 Principal / School Leadership

- Provide appropriate school context and information to support informed discussion.

- Ensure the Council operates consistently with Ministry requirements and school policy.
- Clarify which matters are consultative and which remain decisions for school leadership or the Board.
- Ensure safeguarding, confidentiality and data protection expectations are maintained.
- Consider Council feedback and communicate outcomes where appropriate.

10.4 Secretary

- Coordinate meeting arrangements, agendas and attendance.
- Maintain accurate records and minutes.
- Track agreed actions and follow-up.
- Support communication between representatives and the school.

11. Scope of the Council

Appropriate matters for discussion may include:

- Parent communication and engagement.
- Whole-school community events and enrichment opportunities.
- Student wellbeing, belonging and positive school culture.
- Parent workshops and information sessions.
- General themes arising from parent feedback.
- School improvement priorities where parent consultation is appropriate.
- Community partnerships and volunteering.
- General arrangements affecting the parent experience, where these are within the school's discretion.

12. Matters Outside the Council's Scope

Friends of ISCS is not the appropriate forum for:

- Complaints or concerns relating to an individual student, parent or member of staff.
- Individual safeguarding cases.
- Employee performance, disciplinary, grievance, salary or contractual matters.
- Confidential admissions, fee, debt or family financial matters.
- Decisions reserved to the School Board, school owner, Principal or Ministry of Education.
- Matters subject to legal proceedings or formal investigation.
- Requests for confidential student, family or employee information.

Such matters must be addressed through the appropriate school policy, complaints procedure, safeguarding route, HR process or regulatory channel.

13. Communication and Consultation

The Council should strengthen, rather than replace, the school's established communication channels. Parent representatives may gather general feedback from the community and bring recurring themes to meetings.

Council members must not issue official statements on behalf of ISCS Bahrain unless specifically authorised. Formal school communications remain the responsibility of the school.

Where the Council is consulted on a matter, the school will consider the views expressed; consultation does not transfer decision-making authority from the body or leader legally responsible for the decision.

14. Safeguarding, Confidentiality and Data Protection

- Any safeguarding concern raised during Council activity must be referred immediately through the school's safeguarding procedures and must not be investigated by Council members.
- Members must not seek, retain or circulate confidential information about individual students, families or staff.
- Sensitive information shared for legitimate Council purposes must remain confidential unless the school confirms that it may be communicated more widely.
- Photographs, contact details, attendance information and other personal data must be handled only through authorised school processes.
- Council members must not use their position to gain privileged access to information.

15. Conduct and Conflict of Interest

All members are expected to act in the interests of the wider school community and to maintain respectful, professional conduct.

- Declare any actual or potential conflict of interest relevant to an agenda item.
- Do not use Council membership for commercial promotion, personal advantage or pressure on school employees.
- Do not engage in discriminatory, defamatory, intimidating or disrespectful conduct.
- Respect collective decisions and accurately distinguish between agreed Council positions and personal opinions.
- Use social media responsibly and do not publish confidential Council or school information.

Serious or repeated breaches may result in removal from the Council following review by the Principal and, where applicable, consultation with the School Board and/or Ministry requirements.

16. Events, Fundraising and Financial Controls

Friends of ISCS may support school-approved community events or fundraising activities where these are consistent with school policy and applicable Ministry requirements.

- No fundraising, collection of money, sponsorship or financial commitment may take place in the name of ISCS Bahrain without prior written school approval.
- All approved income and expenditure must be processed through authorised school financial procedures.
- Council members must not hold or operate independent funds, bank accounts or payment channels in the school's name.
- Any event involving students must comply with safeguarding, health and safety, supervision and school approval requirements.
- Commercial sponsorship or external partnerships require prior school approval.

17. Complaints and Concerns

The Friends of ISCS is not a substitute for the school's complaints procedure. Parents with concerns about their own child or a specific incident should use the appropriate school communication and complaints channels.

Where a Council member becomes aware of a recurring whole-school theme through multiple parents, the theme may be raised without identifying individuals, provided doing so does not compromise confidentiality, safeguarding or an active formal process.

18. Monitoring, Review and Ministry Compliance

The Principal will oversee implementation of this policy and ensure that Friends of ISCS operates within the school's governance structure and applicable Ministry of Education requirements.

This policy will be reviewed annually, or earlier where there is a change to legislation, Executive Regulations, Ministry directions or the school's governance arrangements.

In particular, the school will review the policy when the Executive Regulations or other implementing decisions under Law No. (4) of 2026 prescribe specific conditions, competencies or formation requirements for Councils of Parents. Any mandatory requirement will be incorporated into this policy.

Records of membership, elections or nominations, meetings, minutes and agreed actions will be maintained by the school in accordance with applicable record-keeping requirements.

Appendix 1: Friends of ISCS Code of Conduct

By accepting membership of Friends of ISCS, each member agrees to:

- Place the wellbeing and educational interests of students first.
- Treat parents, staff, students and fellow members with dignity and respect.
- Represent parent views fairly and avoid using the role to pursue personal disputes.
- Maintain confidentiality and comply with safeguarding expectations.
- Declare conflicts of interest.
- Support constructive, solution-focused discussion.
- Respect the roles and legal responsibilities of the Principal, School Board and Ministry of Education.
- Use only approved communication channels when acting in a Council capacity.
- Not speak publicly or to the media on behalf of the school without authorisation.
- Comply with this policy and any applicable Ministry requirements.

Member Name: _____

Signature: _____ **Date:** _____

Appendix 2: Suggested Meeting Agenda and Minutes Template

Meeting Date / Time	
Location	
Chair	
School Representative	
Members Present	
Apologies	
Agenda Items	1. 2. 3. 4.
Actions / Owner / Deadline	

Legal reference note

Law No. (4) of 2026, Article 18: private schools are required to have a Board of Directors and a Council of Parents. The Executive Regulations determine the conditions, competencies and formation provisions for these councils. This policy is designed to operate within that framework and must be updated where further mandatory requirements are issued.