

PARENT COMMUNICATION POLICY

Written by:	Administration, EAS	Reviewed:	January, 2021
Approved by:	Principal, EAS	Next Review:	November, 2021

1. Letters

All letters sent to Parents should be approved by the Head of the school and issued by the Supervisor.

2. Email

Any communication that needs to be sent to parents by email must be approved by the Section Supervisor and Head of School. Staff should forward important emails from parents to their respective line manager with a copy marked to the Principal.

3. Telephone Calls

Teaching staff should not be interrupted during school hours to take calls unless in case of extreme emergency. The school reception will take the details of the parent and send it to the concerned teacher/supervisor. The teacher should make a point to call back the parent after school hours on the same day from the Supervisor's office.

4. Social Networking

Staff will not communicate with students or parents via their personal social networking sites or apps such as WhatsApp, Facebook etc. The school has authorized accounts for this purpose.

5. Written Reports

Written reports will be issued three times a year to each child's parent (One progress report and two semester reports). These reports identify areas of strength, areas for improvement, and general information about the student's progress at the school. Pupils are given the opportunity to comment on their own progress through their portfolios and parents are invited to give their feedback.

6. Parent Teacher Meeting

In addition, parents will meet their child's teachers during parent teacher meeting to discuss the progress of the child. It is obligator for all staff to be present to greet, meet and clarify any queries the parents may have.

7. Home - School Communication

- A calendar of school events is produced yearly and published on the school website.
- School Newsletters are sent to parent's 3 times a year.
- The school encourages parents to share any issues about their child at the earliest opportunity. Teachers and coordinators must arrange to respond to parents as quickly as possible.

8. School Website

The school website provides important information about the school and an opportunity to promote the school to a wider audience. To ensure that the website is being used effectively the following is being followed:

- School Policies will be available to parents on the website.
- School Newsletters will be available on the website.
- The website will be updated with recent events, news, upcoming events, and important information on a bi-weekly basis.
- All information going on the website should be approved by the Section Head and Head of School.
- Photos and videos of school events should be uploaded on to the website by no longer than one academic weeks after the event.

8. Parent Council Meetings

The school values and respects all recommendations and suggestions by the members of the Parent Council. Parent Council Meeting is held once in a month to discuss ongoing school activities, school improvement strategies and to explain important policies and procedures.