



Policy to Communicate With Parents

Communication between school and parent is an essential component of school life. It is an intentional effort and a shared responsibility in order to provide support and to improve the way students learn and develop. The school is committed to help and support parents with sincerity and professionalism, and there must be mutual courtesy and respect

School policies and procedures: new student and parent information

Information for students and parents on school policies and procedures are marked in the student diary

Curriculum and student related communication

Information on methods and criteria of performance measurement will also be briefed to students. Information on methods and criteria of performance measurement will also be briefed to parents.

A parent- teacher meeting will be held at the end of each term. This will be the great opportunity for parents to come and meet the class teacher and discuss about their ward in detail.

Report card will be sent to parents at the end of each terms stating their detail in academic and general progress.

General school communication

- The school informs the parents about current activities via SMS/ email/ WhatsApp messages.
- For non -academic questions, Parents have to contact to school administration.
- For all matters concerning the lessons, the respective class teacher can be contacted.
- If a teacher shares their personal mobile number to a parent Is meant only for the parent to communicate with the teacher on school matters. The mobile number should not be shared without the teacher's consent.
- Parents will receive a response to their email queries within three working days.
- If parents wish to meet with a teacher, an appointment has to be made prior to the meeting. And parents are not allowed to meet class teacher during class hours
- Communication should be gracious and respectful. The school owes a duty of care to its teachers and staff. This is to protect them from intimidating or threatening behaviour in a verbal or written form. The school reserves the right not to engage parents under such circumstances