



Home-School Communication

HSE understands that nurturing the highest levels of learning for all students requires active and sustained home-school communication. There are a variety of channels available to ensure that parents are kept up to date and involved in their child's education.

Please remember that your primary point of contact is your child's class/subject teacher. Should you find that the teacher has not responded to your concerns appropriately, your concerns can be escalated as shown below:



Channel Books

Channel books are provided to K to Grade 6 students to assist home-school communication. They are a means of communication between the parent and the class teacher. Starting Grade 4, the Channel Book is also used as a tool for organization, planning and recording homework. Channel books should be taken home and brought to school every day. Comments by the teacher or information from parents may be written in this book.

Regular Communication

Parents can also email or send notes directly to teachers. **Staff will answer emails within 48 hours.** Urgent emails and calls should go via the Reception. The school's main channel of communication is through emails. Parents are requested to check their email regularly. Communication using personal phones between parents and teachers is forbidden.

The School Management Information System

School management information systems help facilitate communication between all stakeholders.

Parents can communicate with the school via our LMS and access their child's schedules, reports, attendance records and monitor their children's academic progress.

More information will be sent regarding the activation of our LMS for new parents and students.

Letters to Parents

Throughout the year, the school may also issue letters for informative purposes or requiring parental permissions and signatures. Parents must regularly check their child's school bag and abide by given deadlines when signatures and permissions are requested.

Parent Orientations

This event is held before the beginning of the school year. All parents whose children are enrolled in the school are required to attend as orientations provide the first opportunity for parents to understand our school's expectations, approaches to learning and curricular information.

Report Cards

Report Cards are issued 3 times a year at the end of every trimester. Report Cards provide information on the academic progress made by students.

Parent Days

There are three scheduled Parent Days during the academic year. Parent days take place during the school day from 8.00am to 3.00pm and are non-teaching days.

Additional Meetings

Additional meetings may be scheduled at any time deemed necessary. These meetings can be scheduled directly through the Reception or directly with the stage Head. Reasonable notice must however, be given to ensure the availability of staff involved.

Parent Conferences

The school may schedule Parent Conferences at any time during the academic year. Parent conferences address concerns regarding students' academic performance and behavioral issues. They are collaborative in nature and involve parents, teachers and students.

Parental Involvement

Research confirms that parent involvement in support of students' learning is important and beneficial. Throughout all levels of education school-home partnerships enhance student learning and success in school. HSE believes that the partnership between the parent, student, teacher and administrator is critical to support higher levels of achievement for all students. Parents may volunteer to become involved in a variety of activities and events to assist the school.

Please contact the Assistant Principal if interested.

School Visits

Parents and visitors are always welcome to visit our school during operation hours. In order to maintain a proper teaching atmosphere, visitors are not allowed to go directly to classrooms.

- All appointments should be arranged with the receptionist beforehand. When making an appointment with a teacher, pay close attention to posted office hours. In general, request an appointment by phone, e-mail or in writing.

- To insure that you and the teachers are prepared for the appointment, provide information about the reason for the appointment.

- If you cannot make the scheduled appointment, call and cancel.
- Do not stop teachers in the hall with questions that should be handled in an appointment situation.

Birthday Party Policy

The school does not allow large scale birthday parties. Children are not allowed to distribute birthday party invitations at school unless the whole class is invited.

Continuous Professional Development (CPD)

We have scheduled CPD days for staff during the academic year not counting workshops given prior to the start of the school. CPDs are designed and planned according to the needs of staff.

CPD days are non-school days for students. Parents will be informed with the timings during the school year.