



Home-School Communication

HSE understands that nurturing the highest levels of learning for all pupils 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/specialist 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 EYFS pupils to assist home-school communication. They are a means of communication between the parent and the class teacher.

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 and School Management System 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.**

Letters to Parents

Throughout the year, the school may also issue letters for informative purposes or require 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 2 times a year at the end of the first and last terms. Report Cards provide information on the academic progress made by pupils.

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 pupils' academic performance and behavioral issues. They are collaborative in nature and involve parents, teachers and pupils.

Birthdays

We like to celebrate each child's special day. Parents are invited to send-in cupcakes or doughnuts to share with the class on the last Thursday of each month. Please confirm with the class teacher if you wish to send-in treats!