



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10) : 15004 (Grade 11 & 12)



Policy on Parent communication 2023-2024



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



POLICY ON PARENT COMMUNICATION

Created Date	March, 2019
Last Reviewed Date	April, 2023
Reviewed By	Assessment Committee
Review Approved on	June, 2023
Approved By	Principal
Date of Next Review	December, 2023
Related Policies	Teaching & Learning Policy, Marking Policy

Principal: Ms. Karen Robinson



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10) : 15004 (Grade 11 & 12)



POLICY ON PARENT COMMUNICATION

Introduction

NIMS Policy on Parent communication explains about medium of communication from school to parent and it also explains about Parents medium of communication to school.

Statement

Emirates American School contemplates on having easily accessible and efficient communication options as we understand that Parent communication is one of the core areas to be taken into account for the benefit of all stakeholders and the school.

School communicates through the following mediums:

1. Letters and Circulars

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

2. Email

Email communications to parents should be approved by the respective Head of Department after consulting the Senior Administrators.

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. With the concern of Head of the department authorized Official whatsapp group can be maintained for official communication only.



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



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 diary.

School Newsletters are sent to parents fortnightly.

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.

9. Guidance

If parents inform teachers about any mental health concerns or requisition for guidance regarding academics , behavior and career ,Teachers have to inform parents about the services render by counselors and inform the concern department.



المدرسة الهندية النموذجية الجديدة NEW INDIAN MODEL SCHOOL

رقم التصريح التعليمي ٢٠١٨٦، هيئة المعرفة والتنمية البشرية، دبي، ا.ع.م.
Educational Permit No. 20186, Knowledge & Human Development Authority, Dubai, UNITED ARAB EMIRATES
Affiliation Nos. CBSE: 6630009, Kerala Board: 43092 (Grade 8 to 10): 15004 (Grade 11 & 12)



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.

Monitoring and Review

Policy will be reviewed in April 2024 by Senior Leadership team, Administration department Happiness Head .