



# Beverly Hills International School

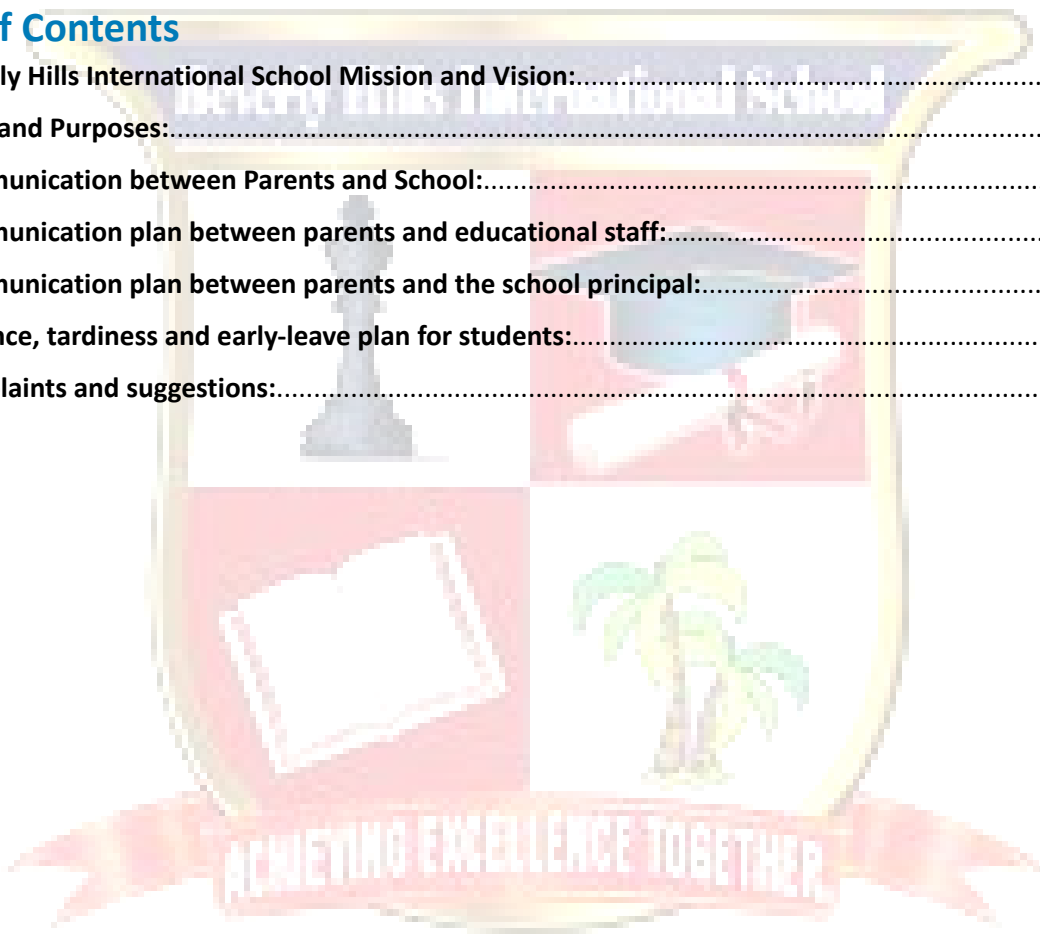
## Home School Communication Policy





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## 1- Beverly Hills International School Mission and Vision:

Beverly Hills International School

### **Mission:**

Our school endeavors to offer students and the community a distinguished education and to promote their citizenship, ethical and social values.

### **Vision:**

Our school endeavors to raise creative compassionate, open minded and educated generation who loves their homeland, cherishes their values in a motivating environment that helps nourish their critical thinking, creativity, empowerment and achieve personal and academic excellence beyond all expectations.

ACHIEVING EXCELLENCE TOGETHER



## 2- Aims and Purposes:

- Education at home is affected by the quality of communication between the school and parents. Positive communication about the educational process, involving parents in decision-making, and responding to their details builds bridges of trust between parents and the school.
- Communication between parents and school is important to understand the psychological and academic needs of students.
- Being aware of the problems facing parents and working to find appropriate solutions.
- Solve the problems before they escalate.
- The constant communication between parents and school allows the students to feel the constant interest which offers him the feeling of importance of the child's academic future.

## 3- Communication between Parents and School:

The parent-school communication plan (administration) consists of several stages:

- First: Communicate by phone through the reception desk on the following numbers:  
40123388  
40123377  
66744344

Where the reception desk transfers calls directly through the internal line designated for each department with daily communications recorded through a dedicated file between the reception desk and the department coordinators so that all calls are reviewed the next day and ensure that they are completed.

- Second: Communication through circulars sent with the student so that parents can read them at home.
- Third: Communication through school portal (eSchool), which is the internal system of the school where parents can see all messages sent by the school and respond to them at any time.
- Fourth: Communication through the (message system), which is also an internal system in the school linked to the numbers of parents (father - mother) so that parents can read all messages sent.



#### **4- Communication plan between parents and educational staff:**

- If parents wish to set an appointment to meet the teacher, it will be according to the schedule sent to parents at the beginning of the school year, as this schedule determines the dates available to see the teacher and the coordinator during weekdays.
- These appointments are given through the reception by phone.
- During the meeting, there will be a record of the meeting recorded by the teacher.
- After the meeting, each of the parties (parents - teacher) signs the minutes of the meeting in order to have data that each of the parties must abide by.

#### **5- Communication plan between parents and the school principal:**

- Parents contact the school through the reception to find out the available timings.
- The reception sets appointments according to the principal's schedule and the possibility of parents to attend.

#### **6- Absence, tardiness and early-leave plan for students:**

- In case of absence, parents will receive a text message from the school via eSchool.
- In case that parents want their child to leave before the end of the school day, it will be done by filling out an application (exit form) through eSchool.
- In case that the student is late (tardy) for school hours, it will be done by filling out an application (tardiness form) through eSchool.
- In case that the student travels for two days or more, the parent must he will fill out a (travel) application at the reception desk with the reasons and send an attachment of the travel ticket.

#### **7- Complaints and suggestions:**

- The reception desk receives complaints and suggestions from parents by phone or through eSchool through filling the Complaint Form found on eSchool in requests and sends them to the person in



charge directly through the internal lines assigned to each department and writes them down in the daily communications.

- The guardian/ parent can fill out the application (complaints and suggestions) at the reception desk or through eSchool and then send the request to the section dedicated to address the problem or discuss the suggestions of parents within the weekly meetings.

