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|  <p>مدرسة ستب ون الدولية Step One International School</p> | <p>DEPARTMENT: STUDENT AFFAIRS</p> <p>PROCEDURE</p> | <p>Doc. No. - SOP-025 Rev. No. - 03 Rev. Date – June 2020 Page - 1 of 2</p> |
| <p>Title: Reporting and Communicating with Parents Procedures</p> | | |

| | PREPARED BY | CHECKED BY | APPROVED BY | | |
|-----------------|--------------------|-----------------------------|--------------|--------------------|--------------|
| Name | Executive Director | Mr. Al Obaidi | SMT | | |
| Position | Executive Director | Student Affairs Coordinator | SMT | | |
| Prepared | SY 2016-2017 | Reviewed | SY 2019-2020 | Valid until | SY 2020-2021 |

Reporting and Communicating with Parents Procedures

- A student report will be sent to parents at the end of each term; it will include reporting on progress, achievements, values and attendance.
- Midterm parent- teacher interviews will be held to discuss student's progress.
- Parent-teacher conferences will be held at the beginning of each term to discuss students' achievement and progress. Student self-evaluation and goal settings to be discussed with parents (as appropriate).
- Midterm progress summary to be sent home.
- Student workbooks, copybooks and exam results will be available for parents during interviews.
- Orientation day and meet the teacher is to be set at the beginning of the school year.
- Weekly newsletter will be sent home electronically. It will include subject weekly objectives, topics and homework for the coming week.
- Teachers will report on any student progress with reference to his/her results as they see suitable through ClassDojo.
- Class Dojo is activated at the beginning of the year to communicate achievements and class activities.
- Other notes, HW and test schedules to be sent home electronically or via student diary as required.
- Parents may request to meet teachers (and vice versa), appointment must be requested from the school office, teachers will set the time as they deem suitable. No appointment to be set directly with the teacher, no personal phone number can be provided for individual teachers. During the meeting a senior staff maybe present to ensure that the meeting outcomes are fully understood and any action decided upon is put into place as soon as possible.
- ClassDojo, Website and Facebook page will communicate events and activities.
- Newsletters and important documents may be downloaded from the school website.
- SMS, links and emails are used to inform parents/ caregivers of important dates or events.
- Remote Learning Platform used to communicate learning resources to parents and students.
- Google Classroom used to communicate learning resources to parents and students.

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Please note all methods of communication are strictly during school hours.

As general guidance the following is the agreed system of communication for parents and is understood by the office staff:

- Curriculum enquiry in one subject: Teacher or Assistant Director of Instructions
- Social and students affairs: the school Social Worker
- Finance or administration matters: Accountant
- If a matter remains unresolved: refer to the school Principal

Approved By: Principal, SMT