



SCHOOL COMMUNICATION POLICY

(Old Airport Branch)

Communication with Parents

It is imperative that the school is in contact with the parents when the need arises. School communicates with the parents through memos, emails, SMS, phone calls, and Academic/Behavior Reports.

Any meetings regarding discipline and/or academic issues either for teachers or principal, appointments must be booked in advance. Parents wish to book an appointment with teachers, may call or fill a form in the administration or print an appointment form uploaded on the website and send it to the reception to schedule a meeting at a mutually convenient time. It is forbidden for parents to enter classrooms or staff rooms to talk to any teachers or any staff members.

Parent-Teacher Meetings

There are two Parent-Teacher Meetings (PTM) throughout the year (one during the first semester and the other during the second semester) to discuss the students' progress. Parents will be notified before these meetings, and are kindly requested to attend. Parents are given 5 minutes with each teacher.

However, if there are any requests or queries before/after these meetings, parents may call for an appointment with the teacher and the Academic Coordinator. Parents are requested not to ask teachers for their personal numbers.

In case a parent exhibits inappropriate behavior towards any teacher or employee in the school, the students file and a report of the incident will be automatically sent to the Ministry of Education to deal with the issue.

Parent Newsletter

The newsletter is sent every end of the week. It explains the objectives covered for each week for each subject. This helps parents to understand and gives them an idea of what is being taught.

Academic Overview

The academic overview is an outline of what will be covered each month. This gives all parents an idea of what lessons are being taught and when. It is sent at the beginning of each semester.



Homework Sheet

The homework sheet for Grades 1 to 6 is sent every end of the week with regards to the homework for the upcoming week.

Diary

The school diary is one the most important means of communication with parents. It must reflect the students' school day as clearly as possible. Students must learn at the beginning of the school year that having the diary on daily basis is a must, and that recording their work session by session is not an option. The date, the subject, the chapter/unit, lesson and page numbers must be written in the proper place. There is room for teachers' remarks and notes to the parents, and for parents' notes and requests to the teacher as well.

School Website

In order to have information about the school news, activities, announcements, the parents are requested to visit the school website.

All worksheets, home worksheets, projects, memos etc. will be uploaded everyday to the school website. Parents and students can access the website to download worksheets, homework sheets, etc. All school announcements will also be found on the website.

Social Media

Parents can also visit the school social media accounts to see pictures and videos about the school news, activities, and announcements.

- **Facebook**

<https://www.facebook.com/AmericanAcademySchoolqatar/?f=125316910887135>

- **Instagram**

https://www.instagram.com/american_academy_school/

- **Online Applications**

Technology makes it easy for teachers and schools to safely communicate and coordinate with parents regarding academics, events, latest news. Technology links schools and parents on a much more immediate and instant level, and this increased involvement is beneficial to the student's learning experience. The school will continue to communicate and teach through various applications such as ClassDojo, google classroom, zoom and socrative.