



COMMUNICATION POLICY

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Reviewed by: PRINCIPAL

Communication Policy

Grace Project International School Uganda is very proud of the positive relationships it builds with our pupils' families. We believe that connection, communication, and understanding between home and school is one of the most effective ways to promote a child's education. For this reason, we provide multiple avenues for parents and teachers to communicate:

- Phone and Email
- Class WhatsApp Groups
- Student Diaries
- Teachers' 'Open Door'

Phone and Email

Parents are able to communicate with the school through phone calls and email. Updated lists of email addresses and phone numbers are provided at the beginning of every year for parents in the Parent Handbook. Parents can feel free to use them at any time to contact the school office.

Class WhatsApp Groups

Every class has its own WhatsApp group. The purpose of the group is to provide updates, announcements, and information to parents who prefer electronic communication. The groups are run by a member of Management and a Class Teacher. Management members are in the group to ensure messages are being sent and communication runs smoothly. They also assist in sending messages from Management, when it applies to the whole school.

The groups are set so only 'Admins' can make a post; the Management and Class teachers are 'Admins'. This is intentional, so that parents just receive the messages from the school and do not have to sort through other parents' responses.

Content of posts in the group must be relevant to the class as a whole. No posts will be made about specific pupils. If there needs to be communication about a specific pupil or with that parent, one of the other forms of communication must be used.

Student Diary

All pupils at Grace Project International School are provided with a Diary. The Diaries serve as a mode of communication between the teacher and parent especially where something specific has to be communicated. However, all can be used by parents and teachers to communicate. Teachers can use the Diaries to communicate encouraging comments, needed support, or day-to-day information specific to the pupil. Teachers will most likely use this form of communication, if the parents are not seen during drop-off and pick-up. Parents should also use the Diaries to notify teachers of any needed information. Teachers are to check the Diaries every morning so that information from parents can be noted.

Teachers' 'Open Door'

Parents and teachers are free to communicate on school grounds during the school day. Parents may find that during pick-up and drop-off times, the teachers will have 'Open Doors', and this is an easy way to get quick feedback on small matters throughout the week. Teachers are expected to be on school grounds from 7:30 am to 4:30 pm. Parents are free to meet teachers spontaneously before classes begin in the morning. If a parent is unable to meet during those timings, or would like to discuss a matter requiring a formal meeting, teachers will provide other timings, when they are available to meet.

While teachers should make themselves available to parents, parents should not expect teachers to start lessons late or leave lessons in order to meet with them. A teacher's first priority is their pupils and the class, so if there is a lesson, that is their focus. Parents should not interrupt lessons. Parents should note that after school some teachers have varied responsibilities. Club supervision, collaborative planning, professional development, etc. are all valid reasons teachers may be unavailable to meet for an impromptu meeting after school.