



**GREENWOOD  
INTERNATIONAL SCHOOL &  
KINDERGARTEN**

**PARENT & TEACHER  
COMMUNICATION  
PLAN**

## **Purpose:**

To inform parents and teachers about decisions made in school related to students, to promote the development and smooth functioning of the school.

## **Parent's Communication:**

### **Circulars:**

School sends circulars to parents on timely basis to update any school planning such as re-opening of school for new term, term exam timetable, any change in school working.

### **Email:**

School sends emails to parents for any notification or reminders related to school fees or anything related to students.

### **Classdojo:**

This is a platform where parents and teachers can get in contact with each other. Parents can message the teachers any concerns about their ward. They can seek teacher's appointment through Classdojo.

Teachers should use this platform to share their weekly / monthly plan with parents. Teachers can share circulars, or any other information related to students via ClassDojo.

### **Calling:**

In case of emergency parents should call or WhatsApp on school phone as it's the quickest way of communication & vice versa. It is mandatory for teachers to call parents from school official number. Teachers are not supposed to share their personal numbers with parents.

## **Teacher's Communication:**

### **Staff Meetings:**

The principal is supposed to conduct staff meetings on regular basis. Every day in the morning principal must conduct general meetings with teachers to take general feedback of previous day and to instruct teachers for the day.

On a timely basis, the principal is supposed to conduct meetings with staff to discuss academics with teachers at the grade level or subject specific. It is mandatory to maintain minutes of meeting for future reference.

### **Emails:**

Any admin or HR related information will be shared with teachers via emails.

### **Calling:**

In case of emergency after school hours or in absence of any staff, school will get in connect with staff by calling on their personal number.