

Communication Policy

Introduction

Gandhi Memorial International School, Bali acknowledges the importance of clear channels of communication between the school and parents. It is imperative that this communication between the school and the parents is frequent, informative, timely and reliable.

The main purpose of the communication from the school to the parent is to keep the parents well informed about all matters relating to their child, so as to enable them to track his/her development and holistic growth. This information will be sent to parents in the form of periodic reports and circulars by email.

Communication will also be frequently sent to parents to update them on school activities. The parents, in turn are free to send their queries to the teachers and staff for further clarification. The email ids of the teachers and staff will be made available to the parents.

Implementation

1. Emails will be the primary mode of communication between the parents and the school. Parents are requested to keep the school informed of their most recent email ids.
2. The stages of communication from the parents to school will be as follows;
 - i. Email to the concerned teacher/staff
 - ii. Telephonic communication
 - iii. Personal visit to the school
3. Parents are requested to use emails as the primary means of communication. In case their query/matter is unresolved, they may move to the next stage. However, for issues requiring immediate attention, any mode of communication may be used. The teachers/staff in turn, will ensure that high priority is given to all emails received from parents, so that all concerns are addressed at the earliest.

Whom to contact

Nursery to Grade 5

- Academic as well as non-academic queries can be sent to the respective grade mentor, with a copy to Junior Supervisor.
- A marked copy may be sent to PYP Coordinator, in case of academic queries.

Grade 6 to Grade 10

- Academic as well as non-academic queries can be sent to the respective grade mentor, with a copy to Senior Supervisor.
- A marked copy may be sent to MYP Coordinator, in case of academic queries.

Grades 9 and 10

- Academic as well as non-academic queries can be sent to the respective grade mentor, with a copy to Senior Supervisor.
- A marked copy may be sent to MYP Coordinator, in case of academic queries.
- A marked copy may be sent to IGCSE Coordinator, in case of academic queries.

Grades 11 and 12

- Academic as well as non -academic queries can be sent to the grade mentors with a copy to senior supervisor.
- A marked copy may be sent to IBDP Coordinator, in case of academic queries.

Other Communication Procedures

- For issues related to PE and Sports, a written communication to the Head, Sports department can be made.
- For administrative, accounts and communication related issues, a written communication may be made with the Principal with a copy to the school Manager
- In case an issue or concern is not resolved and a parent would like to meet the Principal or the School Manager personally, he/she may fix an appointment by calling the Front Office/Reception Desk.

Note: In case an issue of relevance and importance to the school community is raised, a copy is to be marked to the Principal.