



School-Home Communication

Dear Parents,

You are our partners in the education process. We trust that you have a fundamental role to play in addressing children's developmental, physical, social, emotional and intellectual needs. We also believe that by working in partnership, we can successfully enrich your child's journey. Hence, **d**aily communication between parents and staff is a very important part of our program.

- Please check your child's planner/e-planner every day for homework assignments or any messages / announcements from the school. The same will be also available on the school portal.
- Please ensure all homework assignments are completed and if your child has any difficulty in finishing any homework assignment, please write a short note to the teacher explaining the problem.
- Parents are required to **sign Preschool to Grade 3 students' planner daily** to indicate that the homework was noted and done and the information in the planner has been read and taken into consideration and/or action has been taken.
- The planner and all the books, needed for the next day's lessons to be placed in the school bag, to carry to school.
- Parents should use parent's column in the planner/notes in the e-planner to forward messages to the school.
- Teachers will check all planners/e-planners on a daily basis to make certain that all parents' notes are replied to.
- Parents are requested to collect Students' Assessment reports from the office at the end of each semester.
- Student's planner cannot be replaced by notebook or any other diaries. Parents must buy a new student's planner for Preschool to Grade 3 from the school if it is lost or used completely.

Thank you for your cooperation

Planners will be used by Preschool to Grade 3 students only.
E-planners will be used by all students.

E-planner link is given below

<http://eis.servebbs.com/PortalLogin.aspx>