



مدرسة الرشيد الأمريكية الخاصة  
Al Rashed American Private School



# Communication Policy



## 1. Introduction:

ARAS believes that effective communication with parents is essential to build a healthy school-parent partnership that can reflect positively on the level of attainment and learning experience of the student. Therefore, the school adopts a communication plan that is regularly strengthened to allow two-way communication.

## 2. Channels of Communication:

- School Website: <http://alrushedsch.ae>
- Paradigm Platform: <https://www.alrushedsch.com>
- Microsoft Teams Platform
- Telegram Channel: <https://t.me/joinchat/AAAAAE8dr7u8PPkdNsDG1w>
- Telephone Calls: 06 535 8000
- E-mail: [info@alrushedsch.ae](mailto:info@alrushedsch.ae)
- Facebook: <https://www.facebook.com/AlRushedAmericanSchoolKG>
- Instagram: <https://www.instagram.com/alrushed/>
- YouTube Channel: [https://www.youtube.com/channel/UC\\_4HsDbvVEEO3nIXPCwhZYw](https://www.youtube.com/channel/UC_4HsDbvVEEO3nIXPCwhZYw)
- Parents Council: It is a council consisting of 12 members whose aim is to involve parents in the educational process and consolidate relations between them. They meet monthly with the school administration to discuss many issues related to the educational process and present initiatives, proposals, and possible solutions.

## 3. School's Responsibilities

- Using various communication means with parents via their contact details they provide.
- Using Arabic and English to communicate with parents.



- Informing parents of all applied policies, potential changes, and all updates.
- Updating all information related to the school's policies, expectations, programs, staff, and any information deemed necessary by the school.
- Informing parents of their children's progress through regular assessment reports and hosting parents' conferences.
- Providing parents with the opportunity to see and review all of their children's work and assessments.
- Receiving parents' complaints and grievances, studying them, and doing the needful in a manner that preserves all rights for all parties.

#### **4. Parent Responsibilities**

- Providing the school with valid and updated contact details, including home and mobile numbers, e-mail addresses, and home locations.
- Updating the school about any changes in the contact information.
- Referring regularly to established means of communication for any updates about the school.
- Being courteous in their approach to staff when enquiring about their children.
- Committing to implementing school decisions made towards their children, and fully cooperating with the administration.
- Attending regular meetings organized by the school for parents.
- Attending the school when invited by the school administration.
- Continuous communication with the school to follow up on the academic progress of their children.
- Committing to paying all financial obligations to the school on time, without any delay or procrastination.

#### **5. Policy Review**

- Created: Nov. 2019
- Reviewed: Dec. 2022
- Reviewed: Sep. 2023
- Reviewed: Aug. 2024