

School-Home Communication

How can parents communicate directly with teachers?

School has various channels of communications, e.g., school generic email, teachers' email, school website, Letters to Parents, Parents Gateway (PG), Student Handbook and Parent-Teacher Meetings. Parents are encouraged to use any of these channels.

Communication applications like WhatsApp and iMessage are private and non-MOE platforms. MOE staff are to use authorised means for official communication.

The school respects teachers' privacy particularly after-school hours and in view of staff well-being teachers are not required to release their private contact number to stakeholders. For urgent matters, parents can call the General Office and leave a message for the teachers.

Teachers have many students under their charge, daily marking, lesson preparation, after-school lessons/activities, duties, meetings, training and so on to juggle. As teaching is demanding and schedules are dynamic during curriculum time, teachers will respond to messages after their classes or when it is convenient to. To ensure the well-being and work-life harmony of our teachers, **please contact them only during weekdays between 7.30 am and 6 pm.**

We seek your understanding to exercise consideration and patience to give the school or staff reasonable time for replies to emails or calls.

How are details of school activities and photographs shared with parents?

Prior to the commencement of any level/school activities and in a timely manner, details and consent forms are sent out to the respective parents via Parents Gateway(PG). Parents can check PG for such notifications and consent forms. All letters sent out are uploaded on the school website so that they can be retrieved for easy reference anytime. Parents are advised to read these notification/letters carefully so as not to miss out pertinent or urgent information.

Parents can also access the website to get updates on completed departmental/school programmes/activities. These write-ups are accompanied by relevant photos of students in action.

Can more Parent-Teacher Conferences (PTC) be arranged to provide feedback about students?

As many parents are working and/or have busy schedules, the school conducts Parent-Teacher Conferences (PTC) thrice a year for purposeful School/Teacher and Parent engagement. Beyond these sessions, teachers and parents may connect with one another via other official platforms such as phone, email, student handbook, etc. Teachers also provide updates to parents at appropriate junctures. We encourage parents to do likewise and contact teachers should you need to discuss or require assistance/information about your child.

Can more face-to-face Parent-Teacher Conferences (PTC) be arranged?

For the convenience of both working and non-working parents, the school conducts PTC via a hybrid model. Based on feedback, majority of parents prefer online meetings and hence, by default, PTC will be online. Parents who prefer to meet teachers face-to-face can make the necessary arrangements. Likewise, should teachers wish to meet some parents face-to-face, they will inform the parents accordingly.