

Parents' Communication Channels.

International Section (American Diploma)

1- Contact Number:

A mobile number has been assigned to the international Section with a WhatsApp account as following:

Grades	Section	Mobile no.
Boys (1-5)	International	0552207018
Girls (1-2)	International	0553945901
Girls (3-5)	International	0534952026
Girls (6-10)	International	0552202510

- The above numbers are to be called only in urgent and emergency cases only.
- It is also possible to send WhatsApp messages in regular cases.

The public relations officer will be keen to serve you within 24 hours of receiving your request.

2- Emails:

Each section has its own email in order to provide the best service to parents in case of learner's private matters, absences, permissions, and daily follow-up.

We are relying heavily on communication via emails.

Supervisor	Grade	Section	Email
Ms. Nora	Boys (Gr1-5)	Diploma	l.admin1@ess.edu.sa
Ms. Yasmine	Girls (Gr1-2)	Diploma	l.admin2@ess.edu.sa
Ms. Haifaa	Girls (Gr3-5)	Diploma	l.admin3@ess.edu.sa
Ms. Ashwaq	Girls (Gr6-10)	Diploma	l.admin4@ess.edu.sa

3- Learning Management System (Natej):

The daily communication between the teacher and the guardian will be through the learning system (Natej), where notes related to the student in the classroom will be sent via Natej. Guardians can communicate with the teacher via direct e-mail.

4- WhatsApp Groups:

Official (WhatsApp) groups have been created by the school administration (for each section) to share class photos, specific notifications, reminders, regarding the whole class. You will receive the links for the groups and their rules on your private number with the terms of usage and limitations.

(Communication is not allowed in the school group)

5- Broadcast WhatsApp messages:

Notices, official letters, and schedules will be sent from the school administration to the guardian number via WhatsApp as individual notifications, so please make sure to read and follow them carefully.

To receive the Broadcast, **you must save the supervisor mobile number in your contacts.**

6- Land lines:

We are pleased to receive your calls on our land lines daily from 6:45 am till 2:00 pm from Sunday till Thursday (**0114896410, 0114896420**).

7- Administration Contact:

You can contact:

School principal Ms. Manal via direct email: m.aboud@ess.edu.sa

Vice principal: a.hashem@ess.edu.sa

School General management: info@ess.edu.sa

8- Parents- Teachers' meetings:

✚ **Orientation meetings** will take place starting week 1 (as per the attached letter).

✚ **Parent's teacher meeting** will take place twice per year as per the school calendar.

✚ **Parents' council** to be nominated by mothers during the third week.

✚ **Advance appointment service:**

a- Meeting with a teacher (**24-36 hours prior appointment is required**).

b- Meeting with an administrator (**24 hours prior appointment is required**).

Appointments help administrators to follow up students learning and wellbeing and facilitate the parents' services.

We at, ESS, are always pleased to build a strong communicative relation for the benefit and the safety of our learners.

Best Regards