

Parents' Communication Channels.

International Section (Kindergarten)

1- Contact Number:

A mobile number has been assigned for each floor level.

Supervisor	Class Name	Grade	Mobile number
Ms. Rahaf	Cheerful/Skillful/ Butterflies	KG1	0558807644
Ms. Aljohara	Artists/Joyful/Inspires/Faithful	KG2	0558875044
	Talented Class	KG3	
Ms. Haya	Scientists/Creators/Grateful/Nobles/Helpful/Peaceful	KG3	0552207031

- 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 supervisor 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	Email
Ms. Rahaf	KG1	KG.Admin1@ess.edu.sa
Ms. Aljohara	KG2	KG.Admin2@ess.edu.sa
Ms. Haya	KG3	KG.Admin3@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- Telegram Channels:

Official Telegram channels have been created by the school administration (for each Class), where can you receive pictures of your child throughout their day at school. You will receive the links for these channels on your private number.

5- Broadcast WhatsApp messages:

Notices and official letters 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 6:30 am till 2:00 pm from Sunday till Thursday (0114896410, 0114896420).

7- Administration Contact:

You can contact:

Kindergarten **Vice principal** Ms. Wijdan for any administrative matter via direct email:
W.alghamdi@ess.edu.sa

Kindergarten **Academic Director** Mrs. Shireen for any academic matter via: Sh.fakih@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 once per year as per the school calendar.

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

✚ **Portfolio day** when mothers come to review their child's portfolio, following the schedule outlined in the school calendar.

✚ **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.