

## Communication Channels with Parents

### American Diploma Department

#### 1- Contact Number:

A mobile number has been assigned to the international department (0596819101 with a WhatsApp account).

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

The public relations 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.

Supervisor	Grade	Mobile number	Email
Mrs. Gharam	Boys (Gr1-2)	0550506537	I.admin5@ess.edu.sa
Mrs. Nora	Boys (Gr3-6)	0552207018	I.admin1@ess.edu.sa
Mrs. Nuha	Girls (Gr1-2)	0553945901	I.admin2@ess.edu.sa
Mrs. Yasmine	Girls (Gr3-6)	0534952026	I.admin3@ess.edu.sa
Mrs. Ashwaq	Girls (Gr7-11)	0552202510	I.admin4@ess.edu.sa

Guardians can communicate with the **teacher via direct e-mail** that will be sent to you soon.

#### 3- Learning management platform (Natej):

ESS LMS will be the formal and the only channel for:

- The daily communication between the teacher and the guardian, where notes related to the student in the classroom will be sent through the platform.
- Communication with Admins (The Principal, Academic Director, Deputy, Counselors, supervisors)
- Admins will response to parents' communication through NATEJ within 24 hours to close any notes, suggestions, or complaints.

#### 4- 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.

#### 5- 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**).

#### 6- Administration Contact:

You can contact:

- **School's principal** Ms. Aliyah Al Hashem via direct email: [a.hashem@ess.edu.sa](mailto:a.hashem@ess.edu.sa)
- **Student's affairs Deputy** Ms. Ruba Abu Sitta for any administrative matter: [R.abusitta@ess.edu.sa](mailto:R.abusitta@ess.edu.sa)
- **Gr 1-6 Boys & Gr 1-2 Girls Counselor:** Mrs. Watin Al Shuayfani ([w.alshuayfani@ess.edu.sa](mailto:w.alshuayfani@ess.edu.sa) )
- **Gr 3-11 Girls Counselor:** Mrs. Munira Al Awney: ([m.alawny@ess.edu.sa](mailto:m.alawny@ess.edu.sa))

#### 7- Teacher's meetings:

- Orientation meetings will take place starting **week 3** (as per the attached letter).
- The parents' teacher meeting will take place **twice per year** as per the school calendar.
- Parents' council to be nominated by mothers during the third week.
- Early meeting:
  - a- Meeting with the teacher (24-36 hours prior appointment is required).
  - b- Meeting with an administrator (24 hours prior appointment is required).

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