

## Communication Channels with Parents

### American Diploma

### (Kindergarten Department)

#### 1- Contact Number:

A mobile number has been assigned for each level.

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

The supervisor will be keen to serve you within **24 hours** of receiving your request.

#### 2- Emails:

Each level has its own email to provide the best service to parents related to student's private matters including absences, permissions and daily follow-up.

Grade	Mobile number	Email
KG1	0550742237	<a href="mailto:KG.Admin1@ess.edu.sa">KG.Admin1@ess.edu.sa</a>
KG2	0558413646	<a href="mailto:KG.Admin2@ess.edu.sa">KG.Admin2@ess.edu.sa</a>
KG3	0552207031	<a href="mailto:KG.Admin3@ess.edu.sa">KG.Admin3@ess.edu.sa</a>

#### 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- Telegram Channels:

Official Telegram channels have been created by the school administration (for each Class) where you can 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.

#### 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:

- KG principal Ms. Wijdan Al Ghamdi for via direct email: [W.alghamdi@ess.edu.sa](mailto:W.alghamdi@ess.edu.sa)
- The academic director Mrs. Shireen Faqeeh for any academic matter via: [Sh.fakih@ess.edu.sa](mailto:Sh.fakih@ess.edu.sa)

#### 8- Teacher's meetings:

- Parents Orientation Meetings will take place on **Saturday 24<sup>th</sup> August** (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.
- Early meeting:
  - a- Meeting with the teacher (**36 hours prior appointment is required**).
  - b- Meeting with an administrator (**24 hours prior appointment is required**).

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