

ZENITH HEIGHTS KINDERGARTEN



COMMUNICATIONS Policy

VISION: *To provide high-quality education
with Islamic values for global citizenship.*



www.zhaqatar.com



30355519



Zhkindergarten@gmail.com

Purpose: This policy will provide guidelines for communication with Parents, Guardians and School Staff both formal and informal.

Policy Statement:

1. Values

Zenith Heights Kindergarten is committed to:

- Promoting a friendly, comfortable and cooperative communication between parents, guardians and school staff.
- Supporting an environment which is sensitive to the cultural, language and social background of families.

2. Scope

This policy applies to all Parents/Guardians and Staff of **Zenith Heights Kindergarten**.

Communication Tools

We at ZHK believe in the importance of communication and transparency between the Parents/Guardians and the Kindergarten. Having an effective and constant communication is vital to our students' success and progress.

1. Academic Concerns

Homeroom, Arabic Teachers and Parents communicate through ClassDojo. ClassDojo is an online platform which all important announcements, school activities, photos, videos and homework are posted to keep all the Parents/Guardians informed and updated. Parents can also send a direct message to the concerned teacher privately for concerns, clarifications and inquiries regarding their children.



2. Important School Announcements

ZHK also use WhatsApp as a tool to communicate with Parents and Guardians who don't have access to emails. Important announcements are sent via WhatsApp broadcast to keep our parents in the loop. In Addition, parents can also reach the kindergarten for urgent inquiries and concerns regarding their children through this App.

Whatsapp Number:	30355519
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3. Email

ZHK use email as another tool to communicate with parents and guardians to send announcements and updates regarding all Academic Concerns, Trips and Activities, Holidays and Important events.

ZHK Official Email:	zhakindergarten@gmail.com
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4. ZHK Contact Information

Phone Number:

Admission/ General Inquiries	30355519
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Website:


www.zhaqatar.com

Email Addresses:

Admission/ General Inquiries	zhakindergarten@gmail.com
Principal of the Kindergarten	Provided upon request
Academic Coordinator	Provided upon request

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5. Urgent Concerns and Appointment

In case of urgent matters, Parents/Guardians can contact the school and schedule an appointment. This also includes changes of pick-up time by the parents. A call before 11:45 am must be made to the school admin in case parents will be late or bus children will not be joining the bus that day. Parents and Guardians are always welcome to come to the kindergarten to discuss their concerns upon appointment.

Student Information Sheet

All parents must make sure that they keep the kindergarten informed with any changes in their contact number and address. ZHK will not be held responsible for any uninformed changes.

I hereby confirm that I read and understood the ZHK Communications Policy.

Name: _____

Student's Name: _____

Signature: _____

Date: _____

