



Communication Channels

沟通渠道



Communication is at the heart of an effective organisation. We nurture positive communication with our students. We engage in positive communication with our parents.

沟通是有效运行的核心，我们鼓励与学生和家长们进行积极沟通。

Communication Channels

- ◆ First point of contact should always be the Class Teachers.
- ◆ Email is our preferred method of communication.
- ◆ Bus Buddies should be contacted in addition for travel related issues.



沟通渠道

- ◆ 第一联系人是老师。
- ◆ 邮件是主要的沟通工具。
- ◆ 与校车跟车员联系关于交通方面的信息。



Forms of Communication

- ◆ Daily Email updates
- ◆ Weekly Message
- ◆ Reading Record books (K2/3)
- ◆ Twice-monthly Newsletter & Information Sessions
- ◆ Celebrations & Assemblies
- ◆ We Chat groups



沟通形式

- ◆ 每日邮件更新
- ◆ 每周信息
- ◆ 阅读记录本 (K2/3)
- ◆ 每两月的出版的校刊与信息反馈表
- ◆ 庆典大会
- ◆ 微信群



Information Sessions

- ◆ Curriculum
- ◆ Language
- ◆ Phonics
- ◆ Assessment
- ◆ Parent Helpers



Future Information Session Feedback

Dear MHIS Parent,

Over the coming year we aim to deliver a multitude of information sessions for our MHIS families. We strongly believe that through communicating and sharing our goals and ideas we become a stronger learning community and ultimately, are able to better support our students.

We recognise that different families have different schedules and commitments and hope to be able to strike a balance with our Information Sessions to enable as many of you as possible to attend regularly. With this in mind, we would like to ask that you complete the table below to share with us your preferences for our parent events. While we know we cannot meet all families needs all the time, we will certainly endeavour to plan sessions based on the feedback we receive.

Please return your feedback to Reception by next Tuesday 8th September at 9am. Thank you.

Sincerely,

Anna Packman
Associate Principal of the Pre School

Future Information Session Feedback

Name of child: _____ Class: _____

Preferred Time (please tick preferred time/s)		Comments:
8:45-9:45am (after drop off)	<input type="checkbox"/>	
2:30-3:30pm (before pick up)	<input type="checkbox"/>	
4:30-5:30pm	<input type="checkbox"/>	
6:00-7:00pm	<input type="checkbox"/>	
Preferred Day (please tick preferred day/s)		
Monday	<input type="checkbox"/>	
Tuesday	<input type="checkbox"/>	
Wednesday	<input type="checkbox"/>	
Thursday	<input type="checkbox"/>	

Signed: _____ Print Name: _____

Please return to Reception by 9am on Tuesday 8th September. Thank you.

信息反馈表

- ◆ 课程
- ◆ 语言
- ◆ 音调
- ◆ 评估
- ◆ 家长意见与协助



Information Session 时间反馈表

尊敬的家长们，

在接下来的一年中，我们的目标是给你们传递多样化的信息。我们始终坚信，通过与家长不断的交流和分享，我们会逐渐成为一个强大的学习社区，并更好地为学生提供支持。

每个家庭都有自己的作息时间以及目标，为了尽力安排好Information Session的时间，让家长们都能按时来参加，请各位家长能够填好以下表格，告知你们能够出席的时间。请各位家长理解我们可能无法同时满足每一位的需求，但是我们会根据所收到的反馈信息做好安排。

请在下周二上午9点之前将以下信息表交至前台。谢谢！

真诚地，
安娜·帕克曼
小学部副校长（主管幼儿）

未来发展信息反馈会议

Name of child 孩子的名字: _____ Class 班级: _____

请选择你们喜爱的时间点		评论:
上午8:45-9:45 (送孩子到学校后)	<input type="checkbox"/>	
下午2:30-3:30 (接送孩子回家之前)	<input type="checkbox"/>	
4:30-5:30pm	<input type="checkbox"/>	
6:00-7:00pm	<input type="checkbox"/>	
请选择你们偏爱的日期		
星期一	<input type="checkbox"/>	
星期二	<input type="checkbox"/>	
星期三	<input type="checkbox"/>	
星期四	<input type="checkbox"/>	

Signed 签字: _____ Print Name (请用印刷字体写) 名字: _____

请在下周二9月8日上午9:00把你们的反馈表交到前台。谢谢！

Reporting to Parents

Title	Type	Description	Due Date
Settling In Report	Written comment plus tick boxes	Brief (max 1 page) overview of how the student has adapted to life at MHIS and in the class.	22nd October 2015
Two Way Conference	Verbal - parents and teacher only	Parents and teachers meet for short discussion based on Settling In Report. Student free day.	6th November 2015
Term 1 Report	Written comments for different areas plus tick boxes	Comprehensive summative report of student's progress and achievement over the first Term..	5th February 2016
Three Way Conference	Verbal - parents, student and teacher	Parents, student and teacher meet with a focus on reviewing portfolio and setting targets.	4th March 2016
Term 2 Report	End of year portfolio, with additional comment from both teachers	Online portfolio shared with parents as basis of report and personal comments written in collaboration by both Homeroom and Co-teachers.	23rd June 2016

与家长反馈

标题	形式	描述	日期
适应报告	书面评语及打钩框	简短总结（不超过一页） 学生如何适应学校及班级生活	2015.10.22
双方会议	口头——家长和老师	家长和老师根据《适应报告》 进行面对面的简短讨论。学生全天放假。	2015.11.6
上学期报告	针对不同领域的 书面评语及打钩框	对该学期内学生进步和成就的综合性报告。	2016.2.5
三方会议	口头——家长、 学生和老师	家长、学生和老师进行面对面的交流 讨论学习档案和目标。	2016.3.4
下学期报告	学年末档案以及 老师的评语	与家长共享的在线档案作为报告的基础， 老师酌情增添个人评语。	2016.6.23



Class Parents

班级家长