



“Success for Every Child”

At KJS we create a safe, supportive and caring environment where beliefs and values reflect a respect of cultural diversity. We motivate individuals to become lifelong learners who are empowered to take action to make a positive difference in the world. The school community works together to develop global citizens with a sense of social awareness and responsibility through an engaging, relevant and challenging curriculum.

Communication Policy and Procedures

Aims:

Positive lines of communication between home and school are an essential element of a child’s education and support our mission, vision and values. Effective communication enables pupils to receive continuity of education, care, support and management within home and school settings. At Kowloon Junior School we use many forms of communication to enable pupils to gain access to continuity and to provide parents and staff with the information essential to provide this. This includes the use of online communication systems and the deployment of staff who have English as an additional language. This policy aims to provide clear guidelines to promote and enhance positive communication between home and school.

This document contains the following sections:

Guidelines for parents contacting school

KJS forms of communication

Complaints procedure

Guidelines for parents contacting school

As a general rule, a parent’s first point of contact should be with a child’s teacher. Parents are welcome to visit the school to discuss their child’s progress, ask questions, gain support or to have the opportunity to talk about their child/home issues. Please contact the class teacher in either of the following ways:

Email: Emails to staff will be answered within 24 hours during the working week. Staff emails are available on the school website. Staff emails are accessible on the School Website.

Telephone call to school office: Although our teachers are unable to take telephone calls during the day, messages will be passed on to them as soon as possible by the administrative staff. Telephone calls are particularly useful for information such as a last minute change in home time arrangements or for alerting us if your child is absent from school.

Hung Hom campus: 68 Gillies Avenue South, Hung Hom, Kowloon

Tel: (+852) 2714 5279 **Fax:** (+852) 2760 4438

Rose Street campus: 4 Rose Street, Yau Yat Chuen, Kowloon

Tel: (+852) 2394 0687 **Fax:** (+852) 2394 1230

Should a meeting with the class teacher not be possible or appropriate please contact a member of our Senior Leadership Team via the school office: office@kjs.edu.hk

Mark Cripps – Principal

Colin Page – Vice Principal

Ciaran Fay – Vice Principal (Rose Street)

Karen Thomas – Vice Principal (Hung Hom)

Contacting parents

There are many different ways we communicate with parents. Please find below an outline of the different forms of communication used by Kowloon Junior School:

Day to day information about a child - *Teachers sometimes need to contact parents to share information about the day. This will be done through email.*

School/year group/class news and events - *KJS uses email as the main form of communication to parents. All class or whole school letters are archived on the school website. Invitations to or notification of any class excursions trips or special events such as celebration assemblies be sent out at least one week in advance.*

Newsletter - *The school newsletter, containing the most updated list of forthcoming events in school, is emailed to all families and members of School Council every Monday. Archived copies are available on the school website.*

Calendar - *Parents are asked to refer to the newsletter or the school website for details of the school events. Reminders will be issued to the school in the 'forthcoming events' section of the school newsletter.*

School Website - *Our website www.kjs.edu.hk contains information about the school and links to The Learning Gateway and 'SPLAT' our online learning platform (see below).*

Curriculum News

Year Group Handbooks - *At the initial 'Meet the Teacher' evening at the start of the school year, parents will receive a handbook outlining the expected learning outcomes for the year ahead.*

Unit overviews - *Every six weeks parents will be emailed a Unit of Inquiry overview. This offers an insight into what children might be exploring at school over the course of a Unit of Inquiry. Particularly useful for parents of children who may find it difficult to articulate what they've been doing at school, these overviews outline the key elements of each*

Unit of Inquiry as well as offering some ideas on how to support your child at home.

Archived overviews can be found on the KJS webpage under the “Learning and Teaching” tab.

It should be noted that as our Programme of Inquiry is a dynamic document there may be some change within Units of Inquiry as teachers plan and reflect on what the children have learned and need to learn.

Weekly updates - Keep parents up to date with our weekly updates on our online learning platform ‘SPLAT’.

Learning Updates

Gateway - On the Gateway parents will receive updates about their child’s progress during each Unit of Inquiry. At the end of the year this will be supplemented with progress in all areas of the curriculum. The Gateway can be accessed from the school website (Appendix 1)

Parent Meetings

Parents are invited to attend four meetings a year:

Meet the Teacher - The ‘Meet the Teacher’ evening, scheduled at the start of the year, couples the opportunity to meet your child’s new class teacher and find out about the expectation and routines in their new class with the opportunity to listen to the specialist teachers and the School Leadership Team.

Welcome Meeting - After the first few weeks of school the class teacher will invite you in to discuss how your child has settled into the class and to give you an opportunity to tell us anything you feel we need to know about them.

Parent/Teacher Consultations - Consultation evenings enable teachers and parents to meet and discuss each child’s progress. Specialist teachers are also available at this time. Meetings last fifteen minutes – if this is not long enough to discuss particular issues a further meeting will be arranged by the class teacher.

Three Way Conferences – In the second term, Three Way Conferences give the chance for teacher and parents to talk with students about their achievements over the course of the year as well as their next steps for learning.

Individual Needs

Children on the Individual Needs Register at Level 2 or above, have an updated IEP or SSP at least every six months. Parents receive a copy of this in time to discuss at Parents’ Evening. Each IEP or SSP offers practical advice to parents on how they can work with school staff to support their child in achieving targets to assist the child’s progress.

Health and safety issues

The school holds emergency contact details for all pupils. Parents are asked to modify their contact information on The Gateway whenever necessary. Gateway sign in can be accessed through the school website. Login information is

issued to all parents before their child starts school.

Parents out of town - *The school expects to be notified if both parents are out of the territory.*

Absence- *Parents are asked to contact us before the start of school if a child is absent. If we do not get notification from you the School Nurse will call the family home.*

Injury - *Telephone calls will be made where immediate contact with a family member is required. A member of staff will call the first named emergency contact as listed. Where no contact is made, a call will then be made to the second named contact. In the event that no contact can be made, the member of staff will either leave an answer phone message (ascending order as before) or, where possible, ensure that repeat calls continue to be made to the contact numbers.*

School Closure - *If the school has to be closed unexpectedly - for example due to severe weather conditions - relevant information will be posted on the school website. The school has use of an SMS messaging system for emergencies.*

Parents as Partners

Parents' Forums - Each term we invite parents to work alongside the Senior Leadership Team to discuss a particular area we are developing within the school. These forums are supplemented by a short online survey to ensure all parents are able to have their say in discussions even if they are unable to attend on the day. Details about each Parent Forum can be found on the school website.

Parents' as Partners Workshops - Throughout the year a series of Parents as Partners workshops are held by staff for parents. The programme can be found on the school website and in the year group handbook.

Helping in School - We actively encourage parents to come in to help in school to support the learning in various ways. As well as opportunities to work in class we are always looking for parents to come and help in the School Library.

Community Expertise Database - In school we promote the use of primary resources for children's inquiry. Alongside books, field trips and online resources we also like to use our community's expertise to support units of inquiry. Our 'community expertise' database (CED) allows parents to detail their particular knowledge and expertise. Teachers will use the CED where appropriate to organize school visits from parents to help enhance the children's learning. (Appendix 2)

Online learning platform - SPLAT our online learning platform, provides opportunities for children to consolidate and develop their knowledge and skills at both at school and at home. SPLAT is password protected and is accessible from the School Website.

Positive home/school relationships are extremely important at Kowloon Junior School and we hope that should issues arise we are always able to resolve them quickly and efficiently for you. In line with the ESF Complaints Policy, the official procedure for complaints is as follows:

Stage 1 – Initial Approach to school – class teacher and/or SLT

Stage 2 – Formal Complaint to Principal

Stage 3 – Formal Complaint to School Council Chairman

Stage 4 – Review at ESF Centre

Communication within school:

Keeping close lines of communication is extremely important in a large school. Please remember that our actions and decisions should be underpinned by the school vision, mission and values.

Weekly Update – ‘What’s Happening’

A weekly update is emailed to all staff every Wednesday. This contains information about events for the upcoming week as well as an indication of which site the Principal will be in each day.

Friday Briefing

There will be a meeting at 8am every Friday, giving an opportunity to catch up on recent or forthcoming events or issues.

Email protocol

All staff are expected to check their email regularly. This is accessible through The Gateway.

If you have any technical difficulties please contact the ICT technician.

We would be grateful if you would follow the following protocol when emailing colleagues:

1. Keep emails as simple as possible.
2. Consider carefully before pressing REPLY ALL to avoid unnecessary congestion.
3. Do not use email for urgent matters in case colleagues have insufficient time to check their mail.
4. Remember that the tone of emails can be misinterpreted – for difficult matters it is usually better to talk to someone instead.
5. It is rarely a good idea to send an email that has been written in haste. Write it, save it and come back to it after you have had time to think.

Email reminder

1. School email should be regarded as confidential and should not generally be forwarded to a third party without permission.

2. School email is legally the property of the school and should be used for professional communication. Colleagues are advised to use a private email account for their personal use.
3. Inappropriate use of school email could be considered a disciplinary matter. Examples of inappropriate use might be:
 - *Anything of a defamatory/libellous nature*
 - *Circulation of inappropriate images*
 - *Malicious forwarding of a school email to a third party with the intent to cause offence or mischief*

Social Networking Sites

Social networking sites such as Facebook are accessible at school. We trust that staff will not use these or emails for personal use for during class time.

Virtual Learning Platform

The school's VLP, 'SPLAT' is accessible for all families. SPLAT crosses the home/school boundaries and provides an exciting opportunity for students to extend their learning beyond the classroom.

Teaching staff have a responsibility to:

- update their SPLAT pages regularly
- ensure that parents and students understand how to access their SPLAT pages
- ensure that SPLAT becomes an integral part in supporting teaching and learning.
- maintain a relevant and stimulating SPLAT page which encourages students to extend learning beyond the classroom and to provide useful information for parents.

Students joining school after the beginning of the school year should be given their SPLAT password and instructions how to use it by the Information Literacy teacher.

APPENDIX 1 – ACCESSING THE GATEWAY and SPLAT



From the school website www.kjs.edu.hk access Gateway by clicking on the icon on the right hand side of the home page.

The screenshot shows the homepage of Kowloon Junior School. At the top left is the school crest and name 'Kowloon Junior School' with the motto 'Success For Every Child'. A navigation menu includes Home, Our School, Learning & Teaching, Community, Admissions, Contact Us, and Links. A large banner image shows students in a computer lab. On the right side of the page, there are three icons: the ESF Gateway logo, the ESF Educational Services logo, and the International Baccalaureate logo. The main content area is divided into several sections: 'Welcome from the Principal' with a short message and a 'read more...' link; 'Announcements' with a list of three items; 'Upcoming Events' with a table of events; 'Parents as Partners' with a small graphic; and 'App Links' with a list of four links.

Welcome from the Principal

Welcome to Kowloon Junior School which is a large 5 form entry Primary school of 900 students from Yr 1 to Yr 6, spread over two campuses in the Kowloon area of Hong Kong.

[read more....](#)

Announcements

- New campus' location map and transportation details
- Presentation - Perth St Relocation Information Session on 21 Feb 11
- A Brief Reminder - Unsolicited Food

Upcoming Events

Title	News date
Important - Incident Involving KJS Parent	2012-06-08
PTA Newsletter 08 June 2012	2012-06-08
Exhibition Newsletter	2012-06-06
Reschedule of Dental Appointment for 1M & 2C	2012-06-06
Influenza Alert	2012-06-05
Newsletter 04 Jun 2012	2012-06-04
Curriculum Information for Year 6	2012-06-04

Parents as Partners

App Links

- EAccess
- HH Library System (Olly / Oliver)
- RS Library System (Olly / Oliver)
- SPLAT Online Learning



From the school website www.kjs.edu.hk access SPLAT by clicking on the text 'SPLAT Online Learning' on the right hand side of the home page.



Kowloon Junior School Community Database – look who we are interested in finding! Can you help?

<p>People explore in different ways to make sense of the world. We are interested in talking to : Doctors People who have lost a sense or work with people who have lost a sense</p>	<p>Everyone's home is unique. We are interested in talking to: Architects Interior designers People who have travelled to places with interesting kinds of homes</p>	<p>Art is a means of communication and expression. We are interested in talking to: Artists People with artistic interest Graphic designers</p>	<p>Living things grow and change. We are interested in talking to: Vets Biologists Pet owners People with a passion for growing things.</p>	<p>Groups can help us to be organised in our work and play. We are interested in talking to: Police</p>	<p>Resources can be used responsibly. We are interested in talking to: Doctors</p>