

Communication at the SISS Primary International Primary Branch of SBS

- **Class teacher <- -> Pupil**

Communication will follow through the parents¹:

Digital: Teachers upload weekly plans/learning packages in the class's folder on OneDrive. Parents receive the link for the respective class folder by email from the class teacher.

Analogue: Collection of new learning packages and, if necessary, the return of completed packages at set time slots in the school.
In exceptional cases, learning packages are sent by post.

- **School -> Parents**

Communication from the school branch management takes place via the secretary's office by email to the parents of SISS Primary.

- **Parents - > School**

The communication takes place via homework diary/ black book or by email to the teachers and via the parent representatives or via the secretary's office with the head of the school branch.

- **Parents < - > Teacher**

The communication takes place via homework diary/ black book or by email.

- **Teacher -> Pupil (e.g. feedback on selected assignments completed in distance learning).**

Pupils receive at least one feedback per week in core subjects (E, M, D, IPC/Science) either in writing (email/ handwritten) or orally by appointment (phone, teams).

- **Availability**

Parents and teachers check their emails daily for new messages - feedback and answers are given in a timely manner whenever possible. Consultation times are arranged individually, talks take place by appointment by telephone or on site.

¹ In this document „parents“ refers to both parents and legal guardians