

# Communication in Primary

The school communicates regularly with parents through a number of ways. As partners in your child's education we encourage you to address any questions or concerns straightaway. Teachers are willing to meet and talk with parents at a mutually scheduled time or to discuss concerns over the telephone. To make an appointment, please email your child's classroom teacher.

## Channels of communication

If a parent is experiencing problems or has questions or concerns, they are encouraged to contact the school as soon as possible and utilize the following channels of communication:

- Questions or concerns regarding teaching, learning and student life in general at the school should always be discussed first with the classroom/single subject teacher.
- Questions or concerns regarding grade/subject related events, organization or parent conferences should be discussed with the grade level/subject area Team Coordinator
- Questions or concerns about logistics, buses, absences, school wide calendar, book bags and communication in general should be addressed to the Primary School Administrative Coordinator, Ms. Ineke van der Lee at [primaryschooloffice@cis.dk](mailto:primaryschooloffice@cis.dk)
- Questions regarding the Primary School curriculum should be directed to the PYP Coordinator, Ms. Rachel Curle at [Rachel.Hindborg@cis.dk](mailto:Rachel.Hindborg@cis.dk)
- Questions about the general matters regarding Grades 3-5 section should be directed to the Primary Deputy Principal, Ms. Moira Christensen, at [Moira.Christensen@cis.dk](mailto:Moira.Christensen@cis.dk)
- Questions about the general matters regarding the Early Years section or concerns that cannot be resolved with the teacher, Team Coordinator or Deputy Principal or questions of a more general nature concerning the operation of the school and its programs should be directed to the Primary School Principal, Ms. Sabrina Manhart, at [Sabrina.Manhart@cis.dk](mailto:Sabrina.Manhart@cis.dk)

## Tools for communication in the Primary School:

### Class Seesaw Page

Seesaw is a digital platform that the Primary School uses to communicate with parents. It is the most reliable source for updated information about what is happening in your child's class and grade level. Each teacher level posts all the important information on their grade level page, including home learning expectations, dates of events, field trips, news items, photos and videos of student learning experiences, etc. Your class Seesaw page can be accessed through the Parent Portal page on the school website or through an app which you can download.

## **Friday's Weekly Announcements**

Every Friday parents will receive an email from the school informing and reminding them about forthcoming important dates and events across the different sections in the school. This email also includes information from the Director, PTA, After School Activities and athletics. It is an important means of obtaining information about student life and learning at CIS including in the Primary School.

## **Listening Conferences**

Listening Conferences provide an opportunity for parents to share their hopes and dreams for the year ahead and along with any important information about their child with the homeroom teacher. We believe this conversation between parents and teacher(s) helps to build a positive partnership with parents and teachers that best support student learning and strengthen our class communities. It is also an opportunity for teachers to learn about students on an individual basis in the first days of school and help teachers build connections with the children.

## **Parent-Teacher Conferences**

Parent-Teacher Conferences provide opportunities for parents to learn from their child(ren)'s teacher about their child's progress, e.g., social learning, his/her emotional state, mathematical understanding, knowledge and skills, language skills development in reading and writing, development of learning skills, dispositions and conceptual understandings explored in the units of inquiry. Parents will have opportunities to meet with all the teachers who are facilitating their child's learning at school.

## **3-Way Conferences**

3-Way Conferences are conducted in Grades 4 and 5 during the second round of Parent-Teacher Conferences. These conferences actively involve parents, students and teachers in reflecting on student achievement, discussing work samples and setting future targets. A 3-Way Conference acknowledges the most important participants in the learning process (student, teacher and parent).

## **Student-Led Conferences**

Parents are invited to school in early May to participate in a private conference about their child's learning. The conference is conducted by their child and lasts about an hour. The

purpose of the Student-Led Conference is to promote student ownership of his/her learning and thinking. It develops student's ability to advocate their modality and style of learning and most importantly to share and celebrate their understanding of important concepts and development of important transdisciplinary skills and dispositions.

## **Open Houses**

Parents are invited to participate in the school's Open House, which is organized once per grade level in a school year. The Open House offers parents an opportunity to step inside the classroom at the end of an exciting unit and hear from their child(ren) and their classmates about their learning. Classroom teachers will inform the parents of the date, as the event gets closer.

## **Portfolios**

Portfolios demonstrating student progress through student work, both process and assessed, are created and stored digitally using the platform, Seesaw. Parents can sign up to be notified when items are added to their child's digital portfolio. Portfolios will be shared with parents as part of the Student Led Conferences in May. Parents can download these when they leave CIS.

## **Veracross**

Please use the 'attendance request' in the Veracross Parent Portal to inform the school about any absences and appointments. If you decide to send an email to the teacher please copy [primaryschooloffice@cis.dk](mailto:primaryschooloffice@cis.dk) to avoid that information gets lost in case a teacher is absent.