

The Lebanese School – Qatar

Communication with Parents Policy

Introduction

Effective communication between home and school is essential. In fact, students achieve more when the school and the parents work together, since parents can help more when they are aware of what the school is trying to achieve. A school and its staff will work more effectively if they have a good understanding of the parents' perspective.

Purpose

The purpose of this policy is to provide information to parents and staff on parent/staff communication structures and tools.

Means of Communication

1. Open House

At the beginning of each academic year, every department organizes an Open House. In this meeting, parents are acquainted with their child's/children's teachers and classrooms, and are introduced to the curriculum, modes of assessment, and grade expectations. Parents are also provided with guidelines on how to help their children and be involved in school life.

2. Parent-Teacher Conference

Parent-teacher conferences for all classes occur twice per year, mid first term, and toward the end of the second trimester. These meetings constitute a great opportunity for parents to learn about their child's/children's behavioral and social skills, academic progress, points of strengths and areas in need of improvement. At any time, parents may contact the administration to schedule a meeting with the teacher. Also, the teacher may contact the parents and schedule a meeting with them when needed.

3. Website

The school website www.lsq.sch.qa provides information about the school and promotes the school to a wider audience. School policies are published on the school website.

4. School Calendar

The school calendar outlines the dates of the three terms, winter break, spring break, etc... It is issued to all parents/guardians in September and is available on the school website.

5. LSQ Times

LSQ Times is a newsletter that comprises articles in three languages, English, Arabic and French. It is published at the end of each month to highlight past events, achievements, and students' work, and introduce new members of the LSQ community. It can be accessed via the school website, portal, and application.

6. Social Media

The school has official modes of digital communication with its families. This includes Instagram and Facebook and can be reached via the school's website.

7. Circulars

Some information is shared as circulars on the school's portal (soft copies). In cases where a parent's signature is required, hard copies are sent with the students.

8. Email and Phone Calls

For any clarifications or further information, parents can email or call the school. Please check the appendix for details about emails and phone numbers. The school staff will always try to acknowledge emails received within two working days.

9. Newsletters

At the end of every week, preschool and primary departments post a newsletter on Teams to report the learning points students will be acquiring the following week.

Policy Review

This policy was reviewed in August 2022. The Senior Team will monitor the application and effectiveness of this policy. It will be reviewed every year and updated, as necessary.

Appendix A
Contact Details

Head of Sections (Academic or Behavior Issues):

Grade Level	Head of Department	Email	Extension
KG1/MS, KG2/GS, Gr. 1&2	Helene Hobeika	helene.hobeika@lsq.sch.qa	167
Grades 3-4-5-6	Hiba Hijazi	hiba@lsq.sch.qa	161
EB1-EB6	Carine Harb Kadri	carine@lsq.sch.qa	40419522
EB7-ES3 and Gr.7-Gr.12	Nancy Haddad	nancy@lsq.sch.qa	127

Department Assistants (Academic or Behavior Issues):

Grade Level	Assistant	Email	Extension
MS/GS	Rosy Nassar	rosy.nassar@lsq.sch.qa	31581101
KG1/KG2	Lynn Abdul Nabi	lynn.abdulnabi@lsq.sch.qa	77044029
Grades 1 and 2	Abir Khalaf	abir.khalaf@lsq.sch.qa	31336113
Grades 3-4	Sahar Al Atrash	sahar.alatrash@lsq.sch.qa	31581102
Grades 5-6	Rola Abla	rola.abla@lsq.sch.qa	31336133
EB1-EB6	Lonida El Khoury	lonida.elkhoury@lsq.sch.qa	40419523
EB7- EB9	Martin Nseir	martin.nseir@lsq.sch.qa	254
Gr. 7-12/ ES1-ES3	Mohamad Lamaa	Mohammad.lamaa@lsq.sch.qa	153

Nurses (Health Issues):

Grade Level	Nurse	Email	Extension
Preschool and Gr. 1-2	Clemence Gedeon	Clemence.gedeon@lsq.sch.qa	180
Grades 3-4-5-6	Elissa El Abdalla	elissa.alabdallah@lsq.sch.qa	140
EB1 – EB6	Dayane Sejaane	dayane@lsq.sch.qa	40419526
Middle & Secondary	Kristofer Ignacio	kristofer.ignacio@lsq.sch.qa	250

Counselors (Social, Psychological, Guidance Issues):

Grade Level	Counselor	Email	Extension
KG1/MS, KG2/GS, Gr. 1&2	Zeinab Kawsarani	zeinab.kawsarani@lsq.sch.qa	141
Grades 3-4-5-6	Hiba Jabal	hiba.jabal@lsq.sch.qa	177
EB1 – EB6	Manal Rahme	manal.rahme@lsq.sch.qa	40419527
EB7-ES3 and Gr.7-Gr.12	Joy Bassil	joy.bassil@lsq.sch.qa	156