

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 2023. 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

Dafna Campus: 44934545

Hitmi Campus: 40419521

Head of Sections (Academic or Behavior Issues):

Grade Level	Head of Section	Email	Extension/Number
KG1/MS, KG2/GS, Gr. 1&2	Sara Soussi	sara.soussi@lsq.sch.qa	167
Grades 3-4-5-6	Helen Hobeika	helene.hobeika@lsq.sch.qa	161
EB1-EB6	Carine Harb Kadri	carine@lsq.sch.qa	40419522
EB7-ES3	Nancy Haddad	nancy@lsq.sch.qa	127
Gr.7-Gr.12	Hiba Hijazi	hiba@lsq.sch.qa	168

Department Assistants (Academic or Behavior Issues):

Grade Level	Assistant	Email	Extension/Number
MS, GS, KG1	Rosy Nassar	rosy.nassar@lsq.sch.qa	31581101/ 165
KG2, Grade 1, Grade 2	Lynn Abdul Nabi	lynn.abdunabi@lsq.sch.qa	77044029/ 166
Grades 3-4	Abir Khalaf	abir.khalaf@lsq.sch.qa	31336113
Grades 5-6	Sahar Al Atrash	sahar.alatrash@lsq.sch.qa	31581102
EB1-EB6	Lonida El Khoury	lonida.elkhoury@lsq.sch.qa	31581103
EB7- ES3	Mohamad Lamaa	Mohammad.lamaa@lsq.sch.qa	31581104/ 153
Gr. 7-12	Eid Farah	Eid.Farah@lsq.sch.qa	77044096/254

Nurses (Health Issues):

Grade Level	Nurse	Email	Extension/Number
Preschool and Gr. 1-2	Layal Diba	layal.diba@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/Number
KG1/MS, KG2/GS, Gr. 1&2	Zeinab Kawsarani	zeinab.kawsarani@lsq.sch.qa	128
Grades 3-4-5-6	Celine Saade	celine.saade@lsq.sch.qa	177
EB1 – EB6	Manal Rahme	manal.rahme@lsq.sch.qa	40419527
EB7-ES3 and Gr.7-Gr.12	Yara Abboud	Yara.abboudl@lsq.sch.qa	156