

COMMUNICATION WITH PARENTS POLICY

POLICY INFORMATION	
Policy Owner	Associate Superintendent
Applicable To	Parents – Students - Staff
Last Updated	2025
Next Review Date	2026

Policy Review and Amendment

The Lebanese School Qatar reserves the right to review, amend, or update this policy at any time to ensure alignment with school needs, applicable regulations, accreditation requirements, and best educational practices. Any approved revisions shall take effect from the date of publication unless otherwise specified.

1. 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.

2. PURPOSE

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

3. MEANS OF COMMUNICATION

A. 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.

B. 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.

C. Website

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

D. 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.

E. 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.

F. 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.

G. 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.

H. Email and Phone Calls

For any clarifications or further information, parents can email or call the school. The school staff will always try to acknowledge emails received within two working days.

I. 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.