



Star Private School

Cir: Ref/20/SPS/Gen/20-21

5th November '2020

Dear Parent,

We at SPS believe in strengthening our bond with the parents through effective communication with our parent community .One of the most **important** elements of a child's educational journey is clear and regular **communication between the parents** and the school. Communication is most effective when it goes both ways. We would like to inform you about the channels that are available to communicate with the school in order to achieve the educational goals and to establish a positive and solid communication relationship between the school and the parents.

Communication Channels:

1. Contact by phone:

Sr. no.	Contact	Phone number	Extension Number
1	Receptionist	06-5224633 06-5226111	101/109
2.	School Hotline for Distance Learning platform queries: Mr. Syed Irshad (English) Ms. Ihsan Abdoun (Arabic)	050-5236867 050-5235653	

2. The school website: www.starschool.ae

3. School email: info@starschool.ae

4. For IT support: support@starschool.ae

5. School portal (Orison) : <https://www.orison.school/auth/login>

6. Online Platforms: **Google MEET & Microsoft TEAMS**

7. Personal visits to school:

As part of the safety precautionary measures for the students in the school environment, the guardians are prohibited from entering the school. The guardian can meet the receptionist and leave their notes, inquiries and contact number to deliver them to the concerned person and provide the guardian with the required response.

Only for emergency cases, the guardian can meet the supervisor on the specific days with prior appointment as shown below:

Sr. no.	Department	Dedicated Day	Allocated Time
1	Ms. Raji George - Supervisor (Grade 4/ Year 5 & Boys of Grade 5 to 8/ Year 6 to 9)	Tuesday	9:00am-10:00am
2	Ms. Sinda Christo – Supervisor (Girls of Grade 5 to 8/ Year 6 to 9)	Tuesday	9:00am-10:00am
3	Ms.Ihsan (Arabic Supervisor)	Sunday	9:00am-10:00am
4	Ms. Sidra Jameel -Primary Supervisor (Grade 1-3/ Year 2-4)	Monday	9:00am-10:00am
5	Ms. Jasmine D'souza- Supervisor (Kindergarten)	Monday	9:00am-10:00am
6	Ms. Chandandeep Desa - School Counsellor	Wednesday	9:00am-10:00am

Looking forward to your support.

Best regards,

Ms. Samira Nabil

Principal