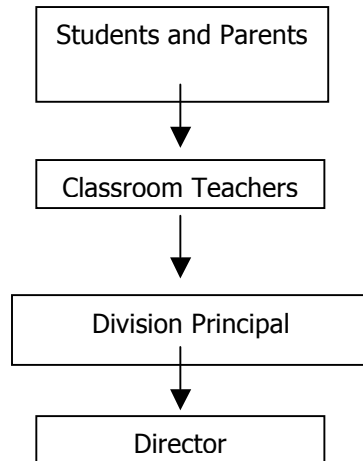


Section 2: BIS Communications

Communications and Publications

We believe in and support open and timely communication. A variety of channels are used to facilitate ongoing communication. You are encouraged to communicate directly with your son/daughter's teacher as the need arises.

Lines of Communication



To facilitate on going communication, a number of channels are used:

- Each Wednesday, the BIS Newsflash is published via e-mail to the BIS school community. Parents can request a hard copy through the front office.
- For the Primary Division, Share Time is held on alternative Fridays at 2 pm in the MPR. This time is dedicated to having primary classes share their learning. Each Share Time program is unique and has a variety of presentations.
- For the Primary Division, Classroom teachers send out newsletters at the beginning of each term which provides an overview of what the students will be studying and how the work will be assessed. In the Secondary division, teachers provide overviews and updates electronically to the students themselves.
- Notice boards outside the primary classrooms are used for notices to parents and students.
- Each teacher sets up a system for communication with the parents of their students such as: daily contact books, e-mail messages, and homework books.
- In Term One primary teachers host an Open House meeting for parents at which time the classroom program is explained.
- The Classroom Parent Coordinator (CPC) has a list of all parents and contact numbers. The CPC contacts parents on behalf of the school as the need arises.
- Regular communications from the Board of Management (from Board Chairman of the Foundation) to all parents, mostly via email.

Communication of student progress PS to Grade 6:

- During Weeks 4-5 of Term 1 the PS-Grade 5 classes meet with the parents to set student goals. Interviews with parents are held in the last week as required by the teacher.
- At the end of Semester 1 (Term 2), a written school report is issued and parent conferences are held as required.
- During Term Three, student-led conferences are held and the outcomes of the goal setting are reviewed
- At the end of the Semester 2 (Term 4), a final school report is issued. Parent conferences to discuss reports are held as required.
- Parents and teachers may arrange conferences as needed throughout the year.

Communication of student progress Grade 7 to 12:

- At the end of Term One and Term Three each student receives an Interim Report.
- At the end of Semester One (Term 2) and Semester Two (Term 4) each student receives a Report Card.
- At the beginning of Term Two student/parent/teachers conferences are held.
- In addition, conferences are held with students and parents as needed.

Communication of Emergency Procedures

We have in place procedures that will be implemented in case of an emergency. There is a coordinated system to contact parents when it is deemed necessary to evacuate the school.

- The decision to evacuate is made by the Director and/or Principals.
- An SMS will be sent to all registered mobile phone numbers updating parents on developments and giving instructions.
- The Classroom Parent Coordinator (CPC) will be contacted by the school to inform the parent that an Emergency Threat Evacuation Procedure has been declared.

In the event of a school evacuation, it is imperative that parents make arrangements to have their children picked up immediately. Practice drills are carried out on a regular basis.

Supporting the BIS Ground Staff and Security Personnel

The **security personnel** are to give their full attention to their security duties and are not to deviate from these duties. Please assist SATPAM (security) staff in carrying out the security procedures.

Our **ground staff** has a list of specified duties to carry out each day. If you require assistance from our ground staff, you must request permission from Pak Heri Sambang, our Facilities Manager.

Communicating Using E-mail

Bali International School families and staff can communicate with each other using e-mail. All families registered at Bali International School automatically have their e-mail address entered into our database unless otherwise requested. The school will take every effort to safeguard the security and use of all email addresses.

Student Use of School Phone and Cell Phones

- Students will be allowed to use the school office phones when it is deemed necessary by the office personnel.
- Students are asked to make their own social arrangements outside of normal school hours. The school phones are required for school business.
- Students who bring cell phones to school are required to have the phones turned off during the school day. Students may only use their phones in case of emergency or with previous staff approval and only in the school office.
- Confiscated cell phones will be returned by the division principal and in some cases, only to the student's parents.
- Phones are brought to school at the owner's own risk. The school will take no responsibility for lost, stolen or damaged phones.

Office Hours:

- Monday through Friday: 7.30am to 4.00pm
- During holiday periods Monday to Friday: 8.00am to 3.00pm
- Office is closed on official holidays.
- You can contact us at the following numbers
Phone 361 288 770/467 Fax: 361 285 103
e-mail: info@baliis.net