



المدرسة الاسيوية الدولية الخاصة

ASIAN INTERNATIONAL (P) SCHOOL

AIS/PARENTS/ 2024-25/59

25th December 2024

CIRCULAR NO. 59

PROCEDURE FOR PARENT ACCESS TO SCHOOL STAKEHOLDERS

Dear Parents,

Greetings!

As part of our ongoing commitment to fostering a strong partnership between school and home, and in alignment with the ADEK's Parent Engagement Policy, we would like to inform you of the established procedures that ensure parents and guardians have access to the relevant stakeholders at the school. This will enable you to stay actively involved in your child's education, progress, and well-being.

Procedure for Meeting School Stakeholders:

1. Scheduled Meetings:

Parents wishing to meet with the Principal, Vice Principal, Supervisors, or any staff (including teachers, counselor, Inclusion support staff, etc.) should first contact the school's administration or send an email to the school to schedule an appointment for the first time. The follow up meetings intimation will be done directly in the cases of School counselor, Supervisor (Cycle level Heads) and Head of the Inclusion, Nurse etc.

Appointments can be made through the school's front desk, via email (reception@asianintlschool.com), or by phone (02 8778789- Senior wing/ 02 8776655-Junior wing).

To ensure that each meeting is productive, please specify the purpose of your visit when scheduling the appointment, so that the relevant staff members can be arranged.

Request for meeting with the Principal will be granted only after meeting with the Vice Principal(s).

2. Open House and Parent-Teacher Meetings:

We organize periodic Open House events and Parent-Teacher meetings throughout the academic year. These events provide parents with the opportunity to meet their child's teachers and other relevant staff members to discuss academic progress, personal development, and any concerns.

You will be notified in advance of these events through school circulars and our communication channels.

3. Access to Specific Stakeholders:

If you need to meet with specific member of the staff, such as the Inclusion Head, Social Workers, or Counselor, please ensure that you schedule an appointment directly or through the school administration. Class teachers email IDs are shared with all students of the class to directly foster faster communication through E-mails or over the phones in case of urgent need.

4. Emergency Situations:

In the case of any emergency, parents can contact the school immediately. We will ensure that the relevant staff member is made available to assist in the situation promptly. For urgent matters, please contact the school administration directly so that we can offer immediate support.

5. Parent Access Protocol:

All meetings with school staff will be conducted during the school's working hours and as per the scheduled appointment time.

To maintain a focused and effective environment for all students, we kindly ask that parents respect the agreed-upon meeting times. Walk-in visits during school hours will be accommodated only in exceptional cases, as per prior arrangement.



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ASIAN INTERNATIONAL (P) SCHOOL

Est. 1988

We request that parents refrain from approaching teachers or staff members during class hours unless an emergency arises, in order to minimize disruption to the learning environment.

Your Partnership in Education:

At Asian International Private School, we believe that your active involvement in your child's education plays a significant role in their academic and social success. We highly value your feedback and encourage open communication. Please do not hesitate to reach out if you have any concerns or need clarification on any aspect of the school procedure.

Contact Details of Important Focal points:

Name of Focal Point	E-mail ID	Contact Number
Reception, PS- I (Middle & Senior wing)	reception@asianintlschool.com	02 8778789, 0565463319
Reception, PS- II (KG & Junior wing)	mallika.s@asianintlschool.com	02 877 6655, 0565463154
Vice Principal I	vp1@asianintlschool.com	0545867812
Vice Principal II	vp2@asianintlschool.com	0545867817
Head of Faculty Cycle Level – 3 (Grade 9 to 12)	vp2@asianintlschool.com	0545867817
Head of Faculty Cycle Level – 2 (Grade. 5 to 8)	aneeshida.a@asianintlschool.com	0508260481
Head of Faculty Cycle Level -1 (Grade. 3 & 4)	nadeera.k@asianintlschool.com	0508262158
Head of Faculty Cycle Level-1 (Grade. 1 & 2)	merin.m@asianintlschool.com	0508255634
KG In Charge	smitha.r@asianintlschool.com	0508261875
Admission in Charge	admission@asianintlschool.com	0543082634
Transport Co Ordinator	hsc.rws@asianintlschool.com	0545867821
Accountant	accounts.rws@asianintlschool.com	0545867822
IT Co-ordinator	it.rws@asianintlschool.com	0545867808
eSIS Registrar	secretary.rws@asianintlschool.com	0504064172
School Nurse	nurse.rws@asianintlschool.com nurse.junior@asianintlschool.com	0545867827
Emergency Response Team	--	0545867821

Thank you for your cooperation and support. We look forward to working together to support your child's growth and development.

Best Regards,


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