



Chinese Christian Schools **Let's Talk About It . . .**

Where to take your questions and concerns about your child's education.

Communication is an important part of every relationship, including the relationship between parents and school. During the course of the school year, you may have questions or concerns about your child's education. If you are unsure what to do, here are answers to the most common questions about communicating with the school:

When should I establish a relationship with my child's teachers?

The earlier you establish a relationship, the better. An established relationship helps to build understanding, trust, and common purpose.

How do I establish contact with my child's teachers?

Try especially hard to attend Orientation Day and any meetings at the beginning of the school year. If you cannot make it to these meetings, call to schedule an appointment within the first few weeks of school. Other opportunities to meet with teachers include Open House, field trips, parent-teacher conference days, Parent-Teacher Fellowship meetings, etc.

Is it better to telephone, write a letter, e-mail, or visit in person?

It is always nice for the first meeting to be in person, if possible. In general, simple and quick matters can be handled by telephone or e-mail. More extensive discussions should be done in person. When communicating by phone or in person, it is always best to schedule an appointment and let the teacher know in advance what you would like to discuss. A letter or e-mail is best if you have specific instructions or detailed information you need to communicate (e.g. change of address, notes of excuse, etc.).

What things should I discuss with my child's teachers?

Be sure to communicate early on any special information about your child and/or family that may assist the school in meeting your child's needs. Find out about the teacher's policies and expectations and ask how you can help your child at home. During the year, do not hesitate to bring up any questions or concerns you have about what is happening in the classroom.

Where can I find information if I have general questions?

Your child's teacher is always the best person to contact for questions about what is happening in the classroom. You may access your child's grades, assignments, and attendance through PowerSchool (<http://ccs.powerschool.com/public>) at any time. All elementary classes send home newsletters regularly and a Parent Newsletter is mailed with each month's billing. Other notices and flyers are sent home with students throughout the school year. The school's web site (www.ccs-rams.org) is also a good source for general information.

What if I try to contact someone and they don't get back to me?

It is the school's policy that all messages and correspondence be returned within 24 hours. However, sometimes we all forget or lose track of things, so do not be afraid to contact us again if you do not receive a response. If the problem persists, contact an administrator and if it is an administrator, contact Mr. Robin Hom, Superintendent, directly.

If you need any other information, contact the school office. Even with our best efforts in the best of circumstances, differences can arise. However, by working together as partners committed to do what is best for your child, we can insure that both home and school will be in harmony.

華人基督教學校

讓我們一起來傾談……

溝通是人際關係裡很重要的一環，包括在家長和學校之間的關係。在學期之中，您可能對子女的學習上面有些疑問或關注。如果您不確定該做什麼，我們在此為您準備了與學校溝通的一些普遍問題和解答：

1. 家長應在什麼時候和老師建立關係？

越早越好，家長和老師之間的穩固關係能幫助建立彼此的了解、信任和共同目標。

2. 如何建立和老師之間的聯繫？

盡可能來參與學期初的開學禮，如果無法出席，嘗試在開學的首幾個星期約見老師。其他參與途徑例如：學校開放日，旅行日，家長/教師會談日，家長/教師聯誼聚會等都是與老師聯繫的好機會。

3. 什麼是最好的聯絡方式？

第一次最好以面談的方式，其他時間則可以用電話和電郵聯絡。重要討論事項最好約老師面對面商談為佳。在約見老師之前，最好先讓老師知道要討論的事項，可用信函或電郵先將您的問題告知。若要提供特定指引或詳細資料（如地址更改，請假便條等），也可用信函或電郵與我們聯絡。

4. 應該和老師討論些什麼事項？

盡早和我們溝通貴子女以及家庭方面的特殊資料，以便我們能提供直接的幫助。同時，明白老師的規定和期望，以及在家裡能如何協助子女。學期之間，若對子女的課堂有任何疑問，不要遲疑，請立即與老師和學校聯絡。

5. 如何可以得知一般問題的解答？

和貴子女的老師聯絡是最好的方式，您也可以在任何時間瀏覽學校的電腦網頁 (<http://ccs.powerschool.com/public>) 查看子女的成績、功課、上課出席記錄等。小學學生每週會帶通訊回家。此外，學校每月會連同學費單附上一份學校的最新資訊郵寄給每個家庭。在學期之間，會有其他的學校通告讓學生帶回家。如有任何問題，請瀏覽學校網頁 (www.ccs-rams.org) 或與校務處聯絡。

6. 若嘗試與學校人員聯絡而沒有收到任何回覆，該怎麼辦？

學校的方針是所有留言和通信需在24小時內回覆。但有時我們會有忘記的時候，請不要擔心，盡管再與我們聯絡。倘若問題仍然持續不改，請與行政人員聯絡。若嘗試聯絡之人是行政人員，請與譚校監聯絡。

如您需要任何其他的資料，請聯絡校務處。即使我們盡最大的努力，仍有可能出現差別。不過，當我們一起合力為您的子女提供最好的照顧時，我們可確保家庭和學校雙方都能得到和諧共識。