



Email Protocols
For
Parent-Teacher Consultation - Remote Engagement; COVID-19

Hampton School is committed to open, honest and timely communication. We are also committed to communication being respectful, measured, sensitive and constructive. In adhering to these principles we aim to strengthen the goodwill and the positive partnership between parents and the school, to enhance the wellbeing and learning opportunities for our ladies.

This year, 2020-2021, our usual in-person Parent-Teacher Conference will not be a physical event; given the COVID-19 Pandemic. As such:

1. Parents are asked to access remotely their daughters' Academic Reports by using the My School Jamaica Learning Management System (LMS) Credentials provided to their daughters. Where students have lost their Credentials, please contact the System Administrator at systemad.hampton@gmail.com.
2. Parents are also asked to utilize the Work Email Addresses of the teachers (provided by the Ministry of Education) to communicate with the teachers of their daughters; where there are questions or comments to be shared. **For Teachers' MOE Email Addresses, please see the attached Directory OR select "Email" at the ellipsis beside the teacher's name in the respective Google Classroom.**

Engagement:

- A. Academic Report Cards will become accessible to parents and students via the My School Jamaica LMS on Friday, February 12, 2021; 1:00pm.
- B. We have designated **two days, February 15 and 16, 2021, 8:00 am – 3:00 pm** for teachers to carry out **remote consultations** with parents on matters relating specifically to their daughters' Academic Reports (covering September – December 2020).
- C. As we approach the Parent-Teachers Consultation, please bear the following **emailing protocols** in mind.

Expectations of Both Staff and Parents

When communicating via email, staff and parents are expected to adhere to email etiquette, including:

1. An email should always be respectful and constructive.

2. An email is best when it is brief and informative.
3. Issues that require a level of detailed discussion are best dealt with in direct conversation; the email may be utilized to provide a telephone number at which you can be reached, if extensive discussion is required.
4. An email works best when it is positive. Avoid sending a negative or confrontational email.
5. The email should be utilized to address matters relating **only to the child of the parent** who engages the teacher or who is engaged by the teacher.
6. An email that is intended for the office staff or the administration should be sent directly to the school's email address: hsfrontdeskhampton@gmail.com to reach the Main Office or hamptonschool.high.seh@moey.gov.jm to access the Principal's Secretary.

May the upcoming Consultation Days be fruitful to all.