



# BIS Communications Guide

## PRIMARY

What	HOW	WHEN	IMPORTANCE	FOCUS
Student Learning Updates	ClassDojo	Daily	High	Your child(ren)
Primary Reports	Parent Portal	Twice a year	High	Your child(ren)
Class Updates	Email from Teacher	As required	High	Your child(ren) / Class level
Primary School Updates	Email from Primary Office	As required	High	Primary School
Principal Advisories	Email	As required	High	Whole School
Urgent School News	SMS text	As required	High	Whole School
Parents' Evening	Virtual meeting via SchoolCloud or on campus meeting	Termly	High	Your child(ren)
Extra-Curricular Activities	SchoolsBuddy	Termly	High	Your child(ren)
Weekly School Updates / Recaps / Reminders	School Newsletter (via Email)	Every Friday (English version) Every Monday (Vietnamese version)	Medium	Whole School
Celebrate School Achievements / Promote Upcoming Events	Social Media (Facebook, Instagram)	Daily	Medium	Whole School



Must read as may require you to respond or take action



Advisable to read to keep up to date on life and events at BIS Hanoi

Please ensure you have shared with the School at [bishanoi@bishanoi.com](mailto:bishanoi@bishanoi.com) your most up-to-date email address and mobile number.