



Communication / Kommunikasie

1. We make use of e-mails, printed letters and WhatsApp (This is compulsory, please download WhatsApp from your app-store or i-store), telephone calls for communication.
2. Please make use of e-mails to give notice, request menus, documents ext. (Please note you will not receive answers immediately as we only do e-mails once a day, in the mornings. Allow 24 hours for response.
3. For important matters, we will send written notice, and will notify you on the class WhatsApp group to look out for the written letter.
4. A WhatsApp group will be created for each class. The teacher will communicate to parent on these group sending photos, instructions etc. for parents to see. Parents can also use this group to post lost belongings, asking questions, tell the teacher when children are sick etc. Please do not use these groups for personal or confidential matters, rather call or message the teacher personally.
5. Please do not misuse this valuable communication tool.
6. Please feel free to discuss any problem with staff members and teachers. If you feel the need to refer it to the principal please tell them so.
7. The principal's door is always open, feel free to step in and visit him, no appointment needed. If you phone the principal and he doesn't answer, he is busy with other school related matters. Please send him a SMS / e-mail, and he will respond.
8. It is always good to have complaints on record. Please e-mail any complaints to akasiaklg@gmail.com.

