



Primary School Communication Channels

A guide to explain the different communications channels BIS Hanoi use to connect with parents.

Student Learning Updates – via Class dojo

Class Stream

- ✉ Daily sharing of class learning photos
- 📅 Reminder of events, assemblies, trips
- 📅 Changes of PE cycle
- 🎉 Celebrating homework/class achievements
- 📅 Reinforcing positive behaviour/uniform
- ▶ Videos (that help guide your child's learning)
- 📅 Students work.

Independent Parent Stream

- 🎉 Celebration of individual child's achievement

Check Class dojo for your child's learning updates.



Weekly Newsletter

Includes the following updates

- ✉ **Principal Message:** Principal shares school wide updates or highlights from past week
- 📅 **Primary school update:** Weekly update and reminders from Head of Primary
- 📅 **Community news:** Parents updates, alumni stories, student notices (fundraising events etc.), ad hoc school news
- 📅 **Upcoming events:** Any school events scheduled for next 4 weeks
- 📅 **Blogs/news:** Blogs post from teachers/senior leadership team re: our curriculum, partnerships, productions etc.



Check your email every Friday (English version) or Monday (Vietnamese version) for the Weekly Newsletter

Teacher Email Updates

- ✉ Welcome and settling-in emails
- 📅 Class updates; learning outcomes, reminders about upcoming events, activities, trips, curriculum updates, etc.
- 👤 Parent meeting notes follow up
- 📅 Complaints or issues (parent to teacher)
- 📅 Feedback (parent to teacher)



Principal Advisories

- 📅 Important school updates re: school, events, curriculum, school closures, COVID updates, etc.
- 📅 Admissions updates: fees, admissions policies and documents, etc.
- 📅 Surveys: Parent satisfaction surveys, etc.
- 📅 Ad hoc important announcements

You will receive Principal Advisories via email principaloffice@bishanoi.com





BRITISH
INTERNATIONAL SCHOOL
HANOI
A NORD ANGLIA EDUCATION SCHOOL

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Social Media Updates

- 📷 Share photos, videos that celebrate key learning highlights across the school
- 🌟 Promote and register for upcoming school events
- 🏆 Sport activities and competitions announcements
- 📧 Important school announcements: academic results, etc.

To ensure you receive our daily feed of magic moments happening at BIS Hanoi follow us on

📘 <https://www.facebook.com/BIS.Hanoi/>

📷 <https://www.instagram.com/bis.hanoi/>



Parent-teacher Evenings

- 👤 Discuss your child's learning progress in person with your child's teacher

You will be notified about dates and how to reserve a time closer to the date from your teacher and Class dojo.



Coffee Mornings/Stay and Play/Information Sessions

- 👤 Observe your child's learning
- 👤 Meet other parents
- 👤 Opportunity to have informal chat with Head of Primary and teacher
- 👤 Discussion on different topics: literacy programme, best practise, etc.

Extra Curricula Activities Information and Registration

- 🌟 Register for your preferred choice of ECAs for the upcoming term

You can register for ECAs via our School Buddy System. You will receive an email every term from the school once it is open for registration.



SMS Text from Principal or Head of Secondary

- 📧 Urgent school messages

Any urgent messages will be sent via SMS. Please ensure you have shared your most up-to-date number with the school.

Bus queries

Ms Anh Pham, Bus Manager, anh.pham@bishanoi.com

Admissions queries

Ms Chi Vo, Admission Manager, bishanoi@bishanoi.com

Accounting/fees queries

Mr Nam Nguyen, School accountant, nam.nguyen@bishanoi.com