



# BIS Communications Guide

## SECONDARY

What	HOW	WHEN	IMPORTANCE	FOCUS
Student Learning Updates / Academic Reports	Parent Portal	Termly	High	Your child(ren)
Tutor Group Updates	Email from Tutor / Head of Year	As required	High	Your child(ren) / Tutor Group
Secondary School Updates	Email from Secondary Office	As required	High	Secondary 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	Twice a year	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