



روضة الشموخ للإمتياز الدولية

Alshoumoukh International Kindergarten

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External Communication and Responsibility Policy

Policy Title: External Communication and Responsibility

Effective Date: 1st September 2023

Approved By: School Administration

1. Purpose

This policy outlines the boundaries of Alshoumoukh International Kindergarten's responsibility concerning communications and interactions that occur outside the school's premises or its official platforms.

2. Scope

This policy applies to all parents, guardians, school staff, and any individuals associated with Alshoumoukh International Kindergarten.

3. Statement of Responsibility

Alshoumoukh International Kindergarten prioritizes creating a respectful, safe, and supportive educational environment for all. However, the school shall bear **no responsibility** for:

- Any **verbal harassment, misconduct, or inappropriate behavior** occurring **outside school grounds**
- Content or discussions taking place in **WhatsApp groups, social media chats, or other informal platforms** created and managed by parents or third parties

These platforms are considered private and fall outside the school's authority and oversight.



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4. Official School Responsibility

The school will take responsibility only for issues that:

- Take place **within the school's premises**, during school hours or at school-authorized events
- Originate from **official school communications (specifically written form)**
- Directly involve school employees in their professional roles

5. Confidentiality and Respect

We believe that mutual trust and respect are essential for a healthy educational environment. Therefore:

- **Confidential** information exchanged between parents and school staff will be always maintained by School administration and higher management.
- All members of our school community are expected to **uphold respectful communication** and maintain privacy
- Breaches of confidentiality or conduct that disrupts the school environment will be addressed appropriately by the administration

6. Acknowledgment

By enrolling their children at Alshoumoukh International Kindergarten, parents and guardians acknowledge and **accept** the terms outlined in this policy. All these policies are shared with our parents and guardians through our school official website.

Thank you for your continued cooperation and partnership in fostering a positive school community.

For questions or concerns, please contact the administration office directly.