

Communication Policy

(Policy in communicating with Gurus Education Management Team, school officials and staff, our students, parents)

At Gurus education, one of our main goals should be to always model what we teach our young students and promote good communication standards inside and outside of the Company. We are the ambassadors of our programs. Make it a point to always keep your interactions to staff, parents, and students positive.

Responsibilities of the Teacher in Communication:

It is mandatory to send weekly class summary to each of your class's google groups. A good summary describes the class activities planned and accomplished during your class meeting.

A good class summary keeps your intended readers informed of what has happen in the classroom. It communicates:

- What was accomplished in the class meeting?
- What chapter of the book was explained?
- What is the class progress?
- It also mentions any homework that was assigned and it is prepared and emailed in advance so parents would have an opportunity to assist their student/s.
- The overall message should be polite, joyful, engaging, and positive.

Procedure of Posting Google Group Summaries:

1. For easy tracking, the subject for each weekly summary should be in the following format:

Sequence of the week + Course + Class + (date)

E.g. Week 1 PPS101 Class (Friday, April 3)
 Week 2 PPS101 Class (Friday, April 10)
 No Class on Friday, April 17 – Spring Break
 Week 3 PPS101 Class (Friday, April 24)
 Week 4 PPS101 Class (Friday, May 1)

2. Teachers must send an email announcement if there is no class the following week because of holidays or other reasons. Follow this format for placing a title for this announcement:

NO CLASS on ---DAY OF THE WEEK---, MONTH + DAY OF THE MONTH + REASON

E.g. Week 1 Class Meeting (Friday, April 3)
 Week 2 Class Meeting (Friday, April 10)
 No Class on Friday, April 17 – Spring Break
 Week 3 Class Meeting (Friday, April 24)
 No Class on Friday, May 1 – School Teachers Break

3. At times, you will receive announcements from the company to send to the Google Group, post those announcements as well.

Communicating Class Changes and No Class Schedules

Teachers must be proactive to catch when the schools are not holding any classes. If you are aware of any class changes, you are expected to communicate and verify this information to us. Once the class change is verified, teachers must communicate this information to the parents of the class affected by the schedule change. Communications must be sent via the Google Group as soon as possible.

Communicating Assignments

Assignments must be clearly defined and posted on the Google Group on time to allow students enough period to work on it. Avoid relying on verbally announcing homework to your class; you may have students who struggle or don't like writing. Parents certainly appreciate when we communicate the assignments and any other projects on the Google Group. This information allows the parents to assist and guide their child towards completing the homework and many see it as a fun bonding opportunity with their child.

Permissions in Google Group

Only participants are allowed to be members of the Google Group. Invitations for connection must be screened; this information may be verified using the Class Roster and/or Sign-In/Sign-Out Procedure Form.