COMMUNICATION CHANNELS

Updated January 2026

EMAIL

The school strives to simplify information and reduce email traffic for parents. Primary class teachers send parents a weekly email that consolidates what students are learning in class and what they need to do to get ready for the week or term ahead.

In the Secondary School, as students become more independent, emails are sent to parents as necessary.

If a parent wishes to contact a teacher, email is the most effective way to do this. Teacher emails can be found once a parent logs into iSams (the parent portal) by going to School Information > School Directory.

USEFUL EMAILS

Info: info@aishk.edu.hk
Primary Office: primaryoffice@aishk.edu.hk
Secondary Office: secondaryoffice@aishk.edu.hk
Accounts and Billing : finance@aishk.edu.hk
Admissions Office: admissions@aishk.edu.hk
For information about updating your **Contact Details** or requesting an **Enrolment Certification Letter** please login to **ISAMS** and go to Communication -> Contact Information
IT Support: itsupport@aishk.edu.hk
Nurse: nurse@aishk.edu.hk
Music and Arts Department: performing_arts@aishk.edu.hk
Sports and ECA: eca_sport@aishk.edu.hk
Library: library@aishk.edu.hk
Midas School Uniform Purchase Queries: midasuniform@aishk.edu.hk
Parents Association (PA): aishkpa@aishk.edu.hk

NEWS UPDATES & SCHOOL NOTICES

Dhanara, https://dhanara.aishk.edu.hk/, is the school's digital news platform. Throughout the term, photos and information about life on campus is added to Dhanara. Dhanara also includes messages from the School's Executive team, event notices and recaps, sports results, and Parent Association news.

There are three sections of Dhanara:
1. The Home Page, which brings together information about everything happening on campus,
2. Info for Action, which parents should check weekly to help them get ready for the week ahead, and
3. Resources for Parents, which is a library of useful documents, e.g. the lunch order form or the extreme weather procedures

Parents are emailed every Friday during term time with a summary of information added to Dhanara that week.

SEESAW

Seesaw is an online learning app used by Reception - Year 6 classes. Throughout the term, teachers will post examples of students' work on the app, creating a digital portfolio. Class teachers will email parents to explain how to download and use the app.

PHOTOGRAPHY

Staff at the school take photos of general school life on an almost daily basis. These photos are shared with parents via Dhanara and social media, and are included in the yearbook and school magazine, *The Lion Rock*.

Parents are asked to complete an opt-out form at the start of each year if they do not want pictures of their child/ren to be shared on the school's communication channels. The opt-out is emailed to parents at the start of the year or when a family joins the school.

AISHK may use a student's image and their name in *The Lion Rock* (the school's magazine) with consent from the parents. Students' names and images are used in Dhanara but the school takes reasonable steps to ensure that the image and name cannot be directly linked,

AISHK never uses a student's image and name on social media unless instructed to by their parents.

PARENTS PHOTO TAKING ON CAMPUS AND SOCIAL MEDIA

As students move through the school, they are educated about online safety, including the appropriate use of social media and their devices. Parents are invited to similar workshops and speaker events so they might support their child/ren at home and reinforce the advice from the school.

AISHK asks parents to take reasonable and responsible steps to ensure the privacy of AISHK students in their own personal online sharing. Please refrain from posting:
- photos of other peoples child/ren without the parents consent;
- publications which may identify students by full name and image; and
- information about other peoples child/ren

SOCIAL MEDIA

AISHK manages social media accounts to:
- Celebrate life at the school and students' achievements;
- Build a community with shared values; and
- Market the school and promote our events

As part of the school's safeguarding measures, students' photos and names are not published on social media without parental consent.

AISHK manages official accounts which include.
- AISHK Facebook,
- AISHK Alumni Facebook
- AISHK Instagram,
- AISHK Sports Instagram, and
- AISHK Linkedin

iSAMS

In January 2025, AISHK transitioned to iSAMS, a new management information system: https://aishk.parents.isamshosting.cloud/.

Parents should log into iSAMS to see their child/ren's;
- Timetables,
- Academic reports,
- Download invoices,
- See medical information, and
- Log student absences

iSAMS also includes useful email addresses and a link to School's Buddy, the app used for booking extra curricular activities.

iSAMS can be downloaded as an app to parents' phones, which parents are encouraged to do.

Guide for downloading the webapp;
For iOS (iPhone/iPad):
1. Launch the Safari browser on your iOS device.
2. Navigate to the website of the web app you want to install.
3. At the bottom of the screen, tap the Share Button (a square with an upward arrow).
4. In the Share menu, find and tap the "Add to Home Screen" option.
5. You can customize the name of the app if you want. Then, tap "Add" in the upper-right corner.
6. The web app will now appear on your home screen like a regular app. Tap the icon to launch it.

For Android:
1. Launch the Google Chrome browser on your Android device.
2. Navigate to the website of the web app you want to install.
3. Tap the menu button (three vertical dots) in the top-right corner of the browser.
4. In the menu, find and tap the "Add to Home Screen" option.
5. You can customize the name of the app if you want. Then, tap "Add".
6. The web app will now appear on your home screen like a regular app. Tap the icon to launch it.

SCHOOL WEBSITE

In March 2025, AISHK launched a new website to market the school and support the Admissions process. It includes information for families that are considering joining the school. For example, a curriculum overview, how the academic year is structured, and what learning pathways are available. The website introduces our students and the dynamic nature of the school's community.
https://ww.aishk.edu.hk/

WHATSAPP PARENT GROUPS

This is a parent-to-parent communication channel guided by the school. It is an unofficial channel of communication and parents can opt-in as they wish. Messages on this channel are typically helpful reminders about what to bring to campus that day or week.

The WhatsApp group admins are parent class "reps" who monitor the chats and direct parents to contact the school if there are questions that can't be answered within the group. The Parent Association often use the WhatsApp chats as necessary in relation to their events and projects.

PUBLICATIONS

THE LION ROCK

The Lion Rock is the school magazine that spotlights students, teachers, alumni, and the impact the school is making locally and globally. This publication is issued to AISHK families and staff twice a year.

YEARBOOK

The yearbook is a collection of articles, photos, student artwork, stories and memories generated throughout the year. The yearbook is published in November/December and provides a lasting record for every student.

STUDENT DIARIES

Every student is issued with a diary at the start of the year. In the Primary school, teachers monitor the diaries daily so parents can write notes for teachers in the diaries as necessary. The layout and purpose of the diaries change as students move through the school. However, they are mainly used for tracking work done at home

TELEPHONE MESSAGES

If you have any questions or concerns, please do not hesitate to contact the AISHK reception phone, 2304 6078.

Teachers do not have direct telephone lines, so email is the most effective way to get in touch.

Students must not use mobile phones at school. We ask parents not to call their child during the school day. If students need to contact a parent during school hours, they should go to either the Secondary/Primary Office.