

Meeting and Conference Policy with Parents and/or Students

At LATAM Global School (LGS), we recognize the importance of effective communication between staff, students, and their families. To ensure that academic and administrative matters are appropriately addressed, we have established the following policy for organizing meetings and conferences.

Meeting Requests

LGS staff may request meetings with parents and students to discuss academic or administrative matters requiring attention. The assigned Student Service Representative (SSR) will be responsible for informing about the meeting request, specifying the relevant area to be addressed. Additionally, they will provide possible dates and times for scheduling the meeting.

Scheduling Meetings

Once the parent, guardian, or student confirms the date and time of the meeting, the SSR will send a link via email to all participants. If the meeting needs to be rescheduled, the SSR will update the meeting link to reflect the new date and time.

Rescheduling Meetings

In the event that the parent, guardian, or student requests to postpone the meeting:

1. The first time, the meeting will be rescheduled, and the calendar link will be updated with the new agreed-upon date and time.
2. If a second rescheduling is requested, the process will be repeated with the corresponding update in the calendar.
3. If the parent, guardian, or student does not attend the rescheduled meeting for the second time, the relevant information will be sent via email. It is the responsibility of the parent or guardian to carefully read the email to stay informed and provide an appropriate response.

Follow-up After Non-Attendance

If, after receiving the email, the student, parent, or guardian wishes to have a meeting, they must first respond to the email and then request the meeting through the SSR, ensuring not to miss the newly scheduled date and time. In the event of non-attendance again, all communication regarding that situation will be maintained exclusively via email.

Support and Psychology Meetings

For meetings related to psychological support, the same guidelines for rescheduling meetings will apply:

1. If rescheduled for the second time, the calendar will be updated with the new date and time.
2. In the event of a third non-attendance, the school psychologist will send an email informing of the situation and will close the case and follow-up.