

## Home - School Communication

CISD recognises the need for clear communication channels between parents and the school. The chart below is a guide for contacting the person directly responsible for answering any school or student related questions. If an issue cannot be resolved with the person directly responsible, parents can contact the Head Teacher or Head of Campus.

If you have a question related to:	Person responsible:	Method of contact:
<b>Classroom or Subject Based Questions:</b>		
- progress of a child - class routines - schedule - homework	Primary Class Teacher / Specialist Subject Teacher / Secondary Form Tutor	Email teacher directly (48 hour Sun – Thu response). All teachers use first initial.last name@cisdoha.org
<b>Pastoral Questions:</b>		
Primary School students	Class Teachers Head of Gharaffa Campus	initial.last name@cisdoha.org <a href="mailto:p.markey@cisdoha.org">p.markey@cisdoha.org</a>
Secondary School students	Form Tutors Head of Rayyan Campus	initial.last name@cisdoha.org <a href="mailto:j.cottenden@cisdoha.org">j.cottenden@cisdoha.org</a>
<b>Whole School Questions:</b>		
Whole school issues	John Todd	<a href="mailto:head@cisdoha.org">head@cisdoha.org</a>
Safety and security	John Todd Pauline Markey (Gharaffa) Julian Cottenden (Rayyan)	<a href="mailto:head@cisdoha.org">head@cisdoha.org</a> <a href="mailto:p.markey@cisdoha.org">p.markey@cisdoha.org</a> <a href="mailto:j.cottenden@cisdoha.org">j.cottenden@cisdoha.org</a>
Primary school educational policies and issues	John Todd Pauline Markey	<a href="mailto:head@cisdoha.org">head@cisdoha.org</a> <a href="mailto:p.markey@cisdoha.org">p.markey@cisdoha.org</a>
Secondary school educational policies and issues	John Todd Julian Cottenden	<a href="mailto:head@cisdoha.org">head@cisdoha.org</a> <a href="mailto:j.cottenden@cisdoha.org">j.cottenden@cisdoha.org</a>
School Uniform Questions	Cheryl Paladino	<a href="mailto:admissions@cisdoha.org">admissions@cisdoha.org</a>
<b>Curriculum Clarification Questions:</b>		
Early Years	Pauline Markey	<a href="mailto:p.markey@cisdoha.org">p.markey@cisdoha.org</a>
Year 1 to Year 6	Pauline Markey	<a href="mailto:p.markey@cisdoha.org">p.markey@cisdoha.org</a>
Primary English	Ann Djedid	<a href="mailto:a.djedid@cisdoha.org">a.djedid@cisdoha.org</a>
<b>Student Support Questions:</b>		
English as an Additional Language Primary School (Gharaffa) Secondary School (Rayyan)	Lorraine Maher Vicki Todd	<a href="mailto:l.maher@cisdoha.org">l.maher@cisdoha.org</a> <a href="mailto:v.todd@cisdoha.org">v.todd@cisdoha.org</a>
Learning Support	Pauline Markey (Gharaffa) Julian Cottenden (Rayyan)	<a href="mailto:p.markey@cisdoha.org">p.markey@cisdoha.org</a> <a href="mailto:j.cottenden@cisdoha.org">j.cottenden@cisdoha.org</a>
<b>Administrative Questions:</b>		
Admissions	Cheryl Paladino	<a href="mailto:admissions@cisdoha.org">admissions@cisdoha.org</a>
Finance	Tish Godley	<a href="mailto:t.godley@cisdoha.org">t.godley@cisdoha.org</a>
Medical	Alison Borberg (Gharaffa) Caroline Lattin (Rayyan)	<a href="mailto:a.borberg@cisdoha.org">a.borberg@cisdoha.org</a> <a href="mailto:c.lattin@cisdoha.org">c.lattin@cisdoha.org</a>
School Consultative Group	Jeannette Verspui (Chair)	<a href="mailto:ja.verspui@online.nl">ja.verspui@online.nl</a>