

Shanghai, December 2, 2024

Communication channels between school and parents at the DSSH – Handout

Dear parents,

We would like to involve you as a school as much as possible in the school life of the DSSH. Alongside the children and students themselves, you are our most important partner. Therefore, we would like to inform you about everything important that you need to know in everyday school life, department-related or in general, and also provide “newsletter insights” into the school's activities beyond the individual departments.

Our communication app is called “Bloomz”. Registration is required to use the Bloomz app. You can find out how to install and use Bloomz under the following link on our homepage: [How to Bloomz - Deutsche Schule Shanghai](#).

The app allows both parents to register, messages and information are available in all languages, the information can be received via the app directly on the mobile phone or via the web browser by e-mail.

All information on the use of data in Bloomz can be found in the enclosed declaration. In order to protect the data of children under the age of 14 in particular, this data is stored in Bloomz in encrypted form.

The Bloomz app is the central communication channel on which all information is bundled and standardized. However, there are still topics that are communicated by email. Below you will find an overview of which information you receive via which channel:

Department	Bloomz	E-mail
DSSH overall	<ul style="list-style-type: none"> - All information on interdepartmental school events such as parent seminars, school festivals, charity campaigns, careers day, etc. - Up-to-date information relating to school operations, for example typhoon reports or information from the authorities at short notice - Newsletter function “What's going on at and in the DSSH”: Regular posts with short reports on all school events and important happenings 	Contact the principal/deputy principal via e-mail



Department	Bloomz	E-mail
Administration	Certain information is communicated via Bloomz, e.g: <ul style="list-style-type: none"> - Updates on the bus, canteen, swimming program, information on school organization, parking space registrations and the like 	All communication regarding the registration and deregistration of students and financial matters is carried out by the student administration and financial accounting department via e-mail
Kindergarten	<ul style="list-style-type: none"> - All information and the entire exchange takes place via Bloomz - Newsletter function "What's going on in the kindergarten?" - Information on important events, procedures for celebrations, etc. - Invitations containing links for booking appointments, e.g. exchange meetings, development meetings, language support meetings, etc. - Invitations to kindergarten festivals and group-internal events - The exchange with the kindergarten head, deputy head and the educators takes place via the Bloomz Messenger Service (messages are not read during childcare hours) 	Information that contains sensitive data (development documentation, interview protocols, personal information in the area of language and general support, group information, etc.)
Primary School	<ul style="list-style-type: none"> - All information, including invitations to LEGs etc., is shared via Bloomz - Newsletter function "What's going on in the primary school?" 	Contact with the teachers is made via e-mail
Secondary School	<ul style="list-style-type: none"> - All information is communicated via Bloomz, e.g. parents' and information evenings, dates, events - Newsletter function "What's going on in the secondary school?" 	<ul style="list-style-type: none"> - Contact with the teachers is made by e-mail - The quarterly grades and learning outcomes are also sent by e-mail - Communications from the secondary school management and secondary school coordinator to individual groups of parents, e.g. on teaching provision, final examinations, etc. also via e-mail



Cocu	<ul style="list-style-type: none">- All information is provided via Bloomz- The secondary school AG (SEK AG) groups are informed and managed via Bloomz- Newsletter function "What's going on in the Cocu department?"	<ul style="list-style-type: none">- The access data for the AG election will be sent by e-mail- Payment requests for the afternoon club and family club as well as sensitive school social work data are also sent by e-mail
DAF/DAZ team & Support team	Possibly general information in the newsletter (e.g. on the word bar etc.)	Information to the families in the DAF/DAZ/support program is sent directly from the coordinator to the parents individually
Board	No use of Bloomz	All information will be sent in three languages (DE/EN/CN) to the registered e-mail address

We kindly request that you communicate with the teachers via personal e-mail and not via the comment function in Bloomz. Bloomz is the only means of communication between parents and teachers in the kindergarten. However, it is possible and desirable to connect parents with each other via Bloomz in the class groups.

Your DSSH