



Communication Statement

Henderson International School (HIS) is committed in providing our families with the most informative and timely communications. To best serve you, please read the following Communication Statement which outlines our approach.

Method	Explanation	Source
Corporate Emails	Corporate emails will address high priority announcements that are instructed from a Corporate Level.	These emails will be sent from corporate@hendersonschool.com
Leadership Emails	These communications can be divisional, whole school or sent to individuals. Leadership emails will address important school matters such as closures, school announcements and school updates.	These emails will be sent from leadership@hendersonschool.com
Principal Emails	Principals may distribute divisional emails to parents, advising of important divisional topics.	These emails will be sent from info@hendersonschool.com with a reply address, using this naming convention: first.last@hendersonschool.com
Teacher Emails	Teachers will communicate with families throughout the school year.	These emails will be sent from info@hendersonschool.com with a reply address, using this naming convention: first.last@hendersonschool.com
Front Desk	You can contact Front Desk via phone, in person or via email. Front Desk are available Monday - Friday between the hours of 7am - 6pm.	Please email: frontdesks@hendersonschool.com
Technical Support	You or your student can request technical support relating to Infinite Campus.	These emails will be sent from support@hendersonschool.com
Website	Our website contains a parent resource section, as well as a Q@A section. You can also access some essential student paperwork on the website that you may require during the school year.	hendersonschool.com

Family Handbook	Available under parent resources, the Family Handbook will address many essential subjects that will guide your family while at Henderson International.	hendersonschool.com
School and Spirit Wear Calendar	Available at the Front Desks and from our website	hendersonschool.com
Social Media	We use Social Media to proudly showcase our talented students and staff. This is open to the HIS Community and is public facing.	Find us on Facebook: @hendersoninternationalschool
Wolverine News (WN)	A monthly publication which is sent to families using the email address provided in Infinite Campus. The publication highlights divisional accomplishments and upcoming events.	Via Constant Contact and will arrive in your mailbox from frontdesks@hendersonschool.com
PTA	The PTA provides a website which includes contact information and upcoming events.	HISPTA.com

Social Media

To protect our students, we kindly ask that parents refrain from posting images on Social Media and websites, which contain images or content relating to our school and/or children not within your family. For the privacy and safety of all students, if you have a need to release such content, please obtain permission from Leadership prior to publishing - thank you.

Press Release

Henderson International School occasionally uses press releases as a way to promote events and programs highlighting our school community. Please submit in writing to the school to update your opting out, if you prefer your child not to be included in any external publications or appearances.



School Branding

To protect the Henderson International School logo and brand, please obtain prior permission. Please provide a minimum notice of 3 working days. Please write to leadership@hendersonschool.com.

Release of Student Information

At the time of signing your contract, you are permitting Henderson International School to use your child's image, voice and/or name as part of our carefully considered promotional activity. This activity may be used internally, or for external marketing purposes. If you do not want your child's image to be used, please express your wishes in writing and hand to the Front Desk. Due to the number of children at our school, we advise that should you choose to opt out, your student will not appear in any internal or external coverage. The only exception will be classroom photographs mounted on walls and around campus, picture day and yearbooks. For external events and activities, Henderson International only uses a student's first names and will not disclose a student's external location prior or during the outing or event.

External Events

In the interest of student and staff safety, external event information will only be published once the event has closed. Examples include, but are not limited to photographs of sports and athletics, field and overnight trips and after school events held off campus. Likewise, Henderson International School will not promote upcoming events on external websites or pages.

Contact Us

Please visit our website, family handbook or the front desk if you are in need of contact information.

As a reminder to families, should your contact information change, please notify the front desk in writing.