



Date: 26 Jun 2023



Dear KJS Community,

I hope this message finds you all in good health and spirits. Today, I want to take a moment to remind everyone of the importance of respectful communication within our school community. This expectation applies not only to interactions within the school but also to all school-related contexts, including those not directly managed by the school or the PTA.

As a diverse and inclusive community, it is essential that we treat one another with kindness and respect, both in person and in written communications. We all come from different backgrounds and experiences, and it is crucial that we remain sensitive to the feelings and perspectives of others.

To foster a positive and supportive environment, please keep the following guidelines in mind:

1. Be mindful of your language: Avoid saying or writing anything that you sense may be offensive or upsetting to others. Consider the impact of your words before sharing them.
2. Pause before responding: If you feel upset, frustrated, or angry by a message or situation, give yourself time and space to process your emotions before responding. A few hours or even a day can allow you to gain perspective and respond more thoughtfully.
3. Seek assistance if needed: If you find yourself in a difficult situation or feel unsure about how to handle a communication issue, please reach out to the school or the PTA.

By adhering to these guidelines, we can ensure that our school community remains a respectful and nurturing environment for all. Thank you for your cooperation and ongoing commitment to making KJS a welcoming and harmonious place for everyone.

Kind regards,

Dr. Jamie Schmitz

Acting Principal

Kowloon Junior School

