



Our Schools and the Foundation Management Office have a number of different structures in place to facilitate communication between all members of the ESF.

COMMUNICATING & PUBLISHING

Despite the growing use of technology there are still traditional methods that are valued, the following outlines a selection of

strategies offered in 2001-2002.

THE BLACK FOLDER

A folder of information about the ESF, referred to as 'The Black Folder' contains a number of inserts that are of interest to prospective parents and those wanting an overview of what we are and who we are.

SCHOOL NEWSLETTERS

Most schools publish a newsletter which is distributed to parents on a regular basis, many are now available by email.

TELEPHONE HOTLINE 2818 6332

The Foundation Management Office has established a telephone hotline which offers prerecorded information.

ESF VIDEO

An ESF promotional video in English, Cantonese and Potunghua was initially produced in 1996; it was updated in 2000, and is now available on CD and the internet, see page 7 for more information.

ESF WEB SITE : MAIN

The ESF Website at <http://www.esf.edu.hk> receives over two hundred 'hits' per day and has been particularly useful at the start of each academic year and during recruitment.

ESF WEB SITE : SHAMBLES

The ESF Website at <http://www.shambles.net> is designed specifically to support learning and teaching across the Foundation. It is also designed to support all members of the ESF, students, teachers, parents, management and support staff. In 2000-2001 the site was updated to provide an improved searching facility, it also has a database of over 11,000 education-specific web sites.

PTAs

Parent Teacher Associations' publications and meetings have continued to be a valued part of the Foundation since we started in the mid 1960s. Most of the work is from volunteers and this reinforces how fortunate we are in having such supportive parents.

MINUTES OF MEETINGS

Most professional meetings in the ESF are minuted, contact the chairpersons if interested. (also see page 18)

SCHOOL YEARBOOKS

Most schools produce 'year' books but not necessarily on an annual basis.

CHAIRMAN & CHIEF EXECUTIVE'S NEWSLETTER

Each term at least one newsletter from Jal Shroff, Chairman and Jennifer Wisker, Secretary and Chief Executive, is published and distributed to all parents and staff. It is also published on the ESF website, <http://www.shambles.net/>, where previous copies can be read. This is particularly convenient for looking back at our achievements.

THE BLUE BOOK - SC/AMs

The ESF publishes Schools Circulars and Administrative memoranda on a regular basis on a variety of subjects. These are filed in a "Blue Ring-Binder", copies usually to be found with school principals and in staffrooms and also on Shambles at <http://www.shambles.net/filearea/>

SCHOOL WEBSITES

All ESF schools now have websites, see page 78 for the addresses.

MAILING LISTS - LISTSERVs

If you have access to email then you are able to subscribe to several ESF mailing lists (listservs) to receive copies of information automatically.

For example you can subscribe to a listserv to receive copies of the termly newsletter from the ESF Chairman and CEO by simply sending an email message to ...

ESFnewsletter-subscribe@yahoogroups.com

... you will need to reply to a confirmation email sent to you. You will then receive the newsletter by email when published. (you will also receive information on how to unsubscribe).

Several individual school newsletters are also available by this medium, a list of those available can be seen at: http://www.shambles.net/publ_areas/listserv