

GLS / C / 791-24

CIRCULAR

15th February 2024

Important: Update primary and secondary contact details on GEMS Parent Portal

Dear Parents,

As per the GEMS Safeguarding Policy, it is mandatory that the school should have at least two emergency contact numbers for each child, i.e. of Father/Mother/Guardian so that, they will be contacted in the event of any safeguarding concern or incident at school without undue delay.


In view of the above, we have noticed that your wards contact details(primary/secondary) are not yet updated in our school system. Kindly requesting your immediate attention to update the two emergency contact details (Mobile & Email) on or before **29th February 2024**.

Please follow the below steps to update the Parent Contact details on the GEMS Parent Portal:

THROUGH GEMS CONNECT MOBILE APPLICATION

 **LOGIN GEMS CONNECT APP > STUDENT INFO > CONTACT INFORMATION – FATHER/MOTHER > EDIT- UPDATE & SAVE.**

THROUGH WEB

 **LOGIN GEMS CONNECT > STUDENT PROFILE > EDIT PROFILE > PARENT DETAILS - UPDATE BOTH THE PARENTS (FATHER/MOTHER) & SAVE.**

Kindly update your ward's contact details before 29th February 2024, as this is a safeguarding requirement.

Thank you for your kind understanding and cooperation.

Warm regards,



Asha Alexander

Principal

Executive Leader - Climate Change

آشا ألكسندر

مديرة المدرسة

الرئيس التنفيذي - تغير المناخ