

**Memorandum no. 6, series of 2026**

**TO:** The Villagers Montessori College Community

**FROM:** VMC Administration

**DATE:** June 15, 2026

**SUBJECT:** Official Communication Channels and Group Chat Policy

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**Dear VMC Students and Parents,**

As we prepare for the upcoming school year, Villagers Montessori College aims to ensure that all institutional updates, academic requirements, and critical announcements reach every family clearly and efficiently.

To prevent communication gaps and maintain an organized learning environment, please guided by our streamlined communication channels and updated policies below:

**1. Primary Channels for Official School-Wide Announcements**

For all general announcements, school events, and regular academic updates, the institution will strictly utilize two main platforms:

- **Official Microsoft Student Email Accounts:** This is our primary channel for formal academic updates, individual student notices, and official documentation. Students must check their VMC Microsoft accounts daily.
- **Official Facebook Groups (Not Messenger):** General school-wide, department-wide, or grade-level announcements will be posted exclusively in our moderated Facebook Groups. This serves as our digital bulletin board where posts remain visible and pinned for easy tracking.

**2. Channels for Immediate Concerns and Emergencies**

- **Direct Cellphone Calls and Individual Text Messages (SMS):** Because VMC does not utilize a mass-texting system, telephone/cellphone calls and direct text messages will be reserved strictly for immediate, individual concerns, personal emergencies, or urgent student matters that require instant attention.
- **Direct Facebook Messenger:** Similarly, direct messaging via Facebook Messenger will only be used by the school for quick, urgent, and individual concerns.

**3. Policy Regarding Facebook Messenger Group Chats (GCs)**

**The creation of class or subject-based Facebook Messenger group chats is highly discouraged. While group chats seem convenient, they present several distinct disadvantages to an organized academic environment:**

- **Information Clutter and Traffic:** Critical and time-sensitive announcements frequently get "drowned out" by the high volume of casual messages, replies, and reactions from multiple users. This leads to missed deadlines and widespread confusion.
- **Unverified Information:** Chat groups easily become breeding grounds for miscommunication, assumptions, and the unintentional spread of unverified rumors before the school can give an official statement.
- **Interrupted Rest Hours:** Group chats often generate non-stop notifications outside school hours, disrupting the personal time, study hours, and rest of both students and employees.

To keep information clean, static, and reliable, all collaborative or class-wide announcements must remain inside the designated Facebook Groups, where updates can be pinned and read without the distraction of an ongoing chat feed.

**Action Required:** Kindly ensure that your current contact numbers are updated with the Registrar's Office and that students have verified access to their official VMC Microsoft email accounts.

We highly appreciate your cooperation and support as we establish a more structured, peaceful, and efficient communication system for the entire Montessorian community.

Thank you very much.