

East Richmond Education Centre



Communication Plan 2019-2020

The school communication plan highlights how information from the school and on student learning will be communicated to parents/guardians and families during the year.

EAST RICHMOND EDUCATION CENTRE COMMUNICATION PLAN

Communicating with Students:

- Daily announcements keep students informed of current and future happenings at school.
- P-8 students will receive report cards three times through the year
- Students in grades 7-8 can monitor their own progress and due dates with the Student Parent Portal.
- Student Council members and class representatives will share information with their classmates.

Communicating with Parents:

- The Parent Portal is live and parents/guardians can monitor progress, attendance and grades for students in grades 7-8. Please note that updates will occur mid-month.
- School Bulletins will also be made public on the Parent Portal.
- Monthly newsletters will be sent home with students as well as posted on the school website (erec.srce.ca).
- Parents can contact the administration and their child's teachers by e-mail (information available on the school website) as well as by telephone.
- Each teacher will be sending home individual communication plans with an overview of the instructional program and assessment practices for the year.
- A meet the teacher night is scheduled for early in September giving parents / guardians the opportunity to meet their child's teachers.
- Phone calls to parents will be made when pressing issues arise.
- Report cards will be printed three times during the year: November, April and June. Parent teacher sessions are scheduled within a week of report cards being sent home.
- School news, information and updates will be posted on the EREC web page.
- Alert Solutions, a feature of PowerSchool, gives administration the ability to use PowerSchool to email, voice dial and/or text, with school information items.
- Matters of urgent importance will be advertised through local radio stations.

Communication with the Extended Community

- Monthly newsletters will be provided by the school and posted on our school's website.
- All relevant information will be provided to students, families, and community members via our school's website. Please check in often to erec.srce.ca for information concerning our school.

East Richmond Education Centre Reporting Periods 2019-2020

- Term 1 Report cards go home: Mon. Nov. 25th, 2019
- Term 2 Report cards go home: Thurs. April 2nd, 2020
- Term 3 Report cards on the last day of school: Tues. June 30th, 2020

Meet the teacher/Curriculum night

Our Meet the Teacher/Curriculum night will be held on Wednesday, September 13th, 6:30-7:30pm.

Team Meetings

Parents/guardians will be contacted throughout the year if meetings are required concerning academic/social progress or behavior. If parents wish to meet with their child's teacher(s) or administration on a particular matter, please call the school to arrange a meeting.

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Handbook

Students will be bringing home a copy of EREC's handbook. This handbook contains important information about our school, Regional Education Centre and Provincial policies. Please take the time to read the document and return the parent/guardian signature page that indicates you've read it and discussed it with your child. If issues do arise throughout the year, the handbook outlines how situations will be handled and the responsibilities of all parties involved.

Newsletters/Memos

Monthly newsletters will be sent home that contain information for the upcoming month. All newsletters will also be added to the school website. There are instances where important information needs to get home between newsletters and in these situations memos will be sent home.

Phone calls/Notes/Letters

As principal I will make contact with parents/guardians and the general community via phone, notes and letters. This may occur when there is positive news to share as well as when there is a concern.

School Website (erec.srce.ca)

The school website is an excellent source of information for all the happenings at EREC. Watch for regular updates on events, happenings, the school calendar, cafeteria menu, special events and general school information. If you have an idea of something you would like to see added to the school website please contact the school office or click "contact us" at the bottom of the web page.

Student-Parent Portal

7-8 teachers will regularly use Gradebook and marks will be published once a month. As teachers update their Gradebooks with assignments, parents will be able to view due dates, outlines, rubrics, etc. School bulletins can also be read in the Portal. If you've lost your information you can contact the school.

P-6 teachers will be using the Portal for report cards only.

School Advisory Council

Stay tuned for information

Procedures for Storm Days or Cancellations

When there is inclement weather in the morning, school cancellations are made on the radio stations and posted on the Board web site. Parents/Guardians may also sign up for e-mail or text messages to receive cancellation information. Visit our school or the Board website and click on the **Stay Informed** icon.

Occasionally weather, or other issues, may arise during the day making it necessary to cancel classes during school hours. Parents are asked to listen to the radio on days where the weather is questionable and to make alternate arrangements for their children in the event no one will be home.

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Parent Communication with the school

Parents are welcomed and encouraged to maintain contact with the school and their child's teachers. Parents/Guardians do not have to wait until scheduled parent teacher times to speak to their teachers nor do teachers need to wait to contact parents. If you have a concern or question about your child that you would like to discuss please contact the teacher outside of instructional time.

Parent Concern Protocol

The Strait Regional School Board believes that problem-solving begins at the school level. The parent/guardian must first discuss their concern with the teacher(s). If the matter remains unresolved, the next step is for the parent/guardian to consult with the school Administration. Working together, the parent/guardian, teacher and Administration should make every effort to resolve the matter within the school.

First contact: Call your child's teacher @ 535-2066 or email at firstname.lastname@srce.ca

Second Contact: Principal, Sonya Sauvé @ same phone number above or via email
Vice Principal, Lisette MacDonald @ same phone number above or email

Supplemental Contact: As per *Parent Concern Protocol* available to parents at www.srce.ca