



2040: Family and School Communication

Also serves as Title I School-Parent Compact

Purpose of Policy

This policy enacted by the Board of Directors provides information, guidelines, and expectations to parents and teachers regarding communication between parents and teachers in this school.

Adopted & Approved: May 21, 2015.

Policy

We acknowledge the home as central to the academic and personal development of the child. The school and the family strive to be mutually supportive of each other so that the child will flourish academically, physically, and emotionally.

Parents are encouraged to do the following to optimize their child's school experience:

- Develop close links with the school.
- Collaborate with the school in developing the full potential of their children.
- Share the responsibility of seeing that the school remains true to its ethos, values, and distinctive character.
- Become actively involved in the Parent Teacher Organization.
- Participate in policy and decision-making processes affecting them and their children.

School Structures in place to facilitate Parent/School Communication

- Parent/Teacher meetings.
- Meetings between parents and Exceptional Teacher and English Language Learner Teacher.
- Written communication throughout the year via text and email, on our school website, and on teachers' web pages.
- Appointment with a class teacher at an agreed upon time.
- Student handbook to inform parents about school matters.
- Letters from school to keep parents updated on all school matters.
- Student agenda to facilitate short messages between parents and teachers.
- Invitations to parents to all school activities and celebrations, including sporting events, parent workshops, family meals, and book fairs.
- Monthly newsletter to keep parents up to date with school events/activities.

Goals of Parent/Teacher Meetings

- To inform parents of their children's progress at school.
- To inform teachers how children are coping outside school.
- To establish an on-going relationship between home and school.
- To help children realize that home and school work together for their benefit.

Procedures

- Parents are asked to make an appointment to meet with their child's teacher and/or the Executive Director.
- Every effort will be made to facilitate a suitable time.
- In cases of an urgent nature, meetings will be facilitated.

Informal Parent/Teacher Meetings

Communication between parents and teachers is to be encouraged. Arranging parent/teacher meetings within the school day while children are in school is difficult. Informal communication takes place early in the morning. This informal chat is very important and is to be encouraged. However, meetings with class teachers at the classroom door to discuss a concern about a child is discouraged on a number of grounds

1. A teacher cannot adequately supervise her class while at the same time speaking to a parent.
2. It is difficult to be discreet when so many children are nearby.
3. It can be embarrassing for a child when her parent is talking to the teacher at a classroom door.

We acknowledge that a parent may need to speak with a teacher urgently. Sometimes such a meeting may need to take place without prior notice. The Executive Director will make every effort to facilitate these meetings while at the same time making every effort to ensure that children in the class do not lose out on any of the teaching/learning time to which they are entitled.

If parents wish to drop off forgotten items, such as lunches, sports equipment, or homework, this can be done through the main office as it is important to keep class interruptions down to a minimum.

Formal Conferences

Formal conferences will take place in November each year for all classes. However, if a parent wishes to arrange a meeting at any stage during the year to discuss their child, he or she may do so by prior appointment.

Parents' Association

A Parent Teacher Organization is in existence in the school. Membership is open to all parents/guardians of all pupils enrolled in the school. It promotes the interests of the pupils in co-operation with the Board of Directors, Executive Director, and Staff. The parent body has a wide range of talents, abilities, and skills that have the potential to enrich and extend the educational opportunities provided for pupils.

Review and Monitoring

This policy will be reviewed annually by the Staff, Parents' Association. and Board of Directors on an annual basis.

