

## Communication

In consultation with our staff and School Council, a communication protocol has been established with the purpose of improving communication between home and school. Keeping in mind that our School Vision Statement strives to promote excellence through mutual respect, we have established a communication protocol to support the achievement of academic excellence. Parents wishing to discuss their child's academic progress or to discuss other concerns or issues should: Contact your child's teacher/subject teacher to discuss the issue. Leave a voice mail with a message where and when you can be reached if you are not able to speak directly with your child's teacher. He/She will contact you at their earliest convenience. Discussion can take place via a phone call or by setting up an appointment at a mutually agreeable time. Other options to communicate with your child's teacher may include writing a note in your child's agenda or sending a note directly to the teacher. Contact your child's homeroom teacher if you wish other teachers also to be present at the meeting. He/She will co-ordinate the meeting. Set up a meeting with the Principal for further discussion of the issue if you feel that no resolution has been achieved after meeting with your child's teacher. In the event of an emergency and you cannot reach your child's teacher, please call the office for immediate assistance. In most cases, other than illness or if a teacher is attending a conference, parents should expect that phone calls will be returned within 24 hours. Please avoid unannounced visits just prior to opening exercises or the close of the day, particularly if the purpose of the visit is to discuss your child's progress or other significant issues. If you make an appointment your child's teacher, he/she will be able to provide you with more time to adequately address any issues you may have. Conduct all communication in a mutually respectful manner where the child's well-being is and continues to be the priority. When teachers and parents work together to develop a positive relationship, students will always benefit.