

Meadow Ridge School Communication Plan



At Meadow Ridge School, we are committed to providing and fostering open dialogue with all educational stakeholders. When sharing ANY information, our communication practices align with FSD policies, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

Our Commitment to Families:

1. SCHOOL WEBSITE

Please check Meadow Ridge School website regularly for all up-to-date information and dates. Please let us know if there are any inconsistencies as you navigate the site.

<https://foothillsschooldivision.ca/meadowridge>

2. PRIMARY COMMUNICATION

Our primary communication will be email and phone. We reply to all issues, questions and concerns brought forward by parents.

When we know of a concern, we can often find solutions and resolutions quickly, and we can work collaboratively to help solve problems. Classroom teachers may use additional communication means such as the Remind App.

3. COMMUNICATION HOURS & PROCEDURES

We invite you to email or phone any time you have a concern. We will endeavor to reply to messages within 24 hours. Please note on our website calendar times the school is closed and staff may be unavailable. The primary focus teacher's time is interaction with students. As such, an immediate response will not always be possible. If you have an emergency, please contact the main office. Please do not text or phone your child during instructional time as cell phones are not permitted in class.

4. CLASSROOM COMMUNICATION

At minimum, classroom curriculum information will be sent from your child's teacher(s). Generally, this information includes updates on learning occurring in the classroom and may include how parents can support this learning at home. As well specific classroom information will be shared such as class field trips, supplies needed and upcoming tests. Some teachers may email weekly. If there are any concerns, teachers will phone parents.

5. SCHOOL-WIDE COMMUNICATION

School communication will be sent to the email address(es) provided once a week. This communication will contain school-wide information and important dates. You can follow us on **Instagram at meadow.ridge.school** to stay up-to-date.

EDSEMBLI

Learner Profiles will be emailed home three times a year using the email address(es) listed on your child's school record. You are able to view your child's marks by logging on to Edsembli.

<https://connect.edsembli.com/AB/FSD/MRS/Portal/viewer/Login/Login.aspx?logintype=P>

6. LEARNING MANAGEMENT SYSTEM

Teachers use Google Classroom as the primary learning management system with students. Teachers will provide a code that students will use to join the classroom and access class materials.

As part of our communication plan at Meadow Ridge, we believe parents are partners in education.

As such, parents have a responsibility to get involved, stay connected and collaborate with us by:

Parent and Guardian Responsibilities:

1. EMAILS, FORMS, & WEBSITE

Please stay informed by reading communications and regularly referring to the school website. Ensure you are signing and returning forms in a timely manner. The Community Connect, our school newsletter, is emailed out on Friday afternoon.

2. ENSURE CORRECT CONTACT INFORMATION

Please ensure the school has correct email addresses on file as this is our primary method of communication. If you would like information going to both parents, please ensure those email addresses/phone numbers are on-file with the office. If you have any changes to your primary residence, emails, or phone numbers, please contact the office ASAP (403) 995-4808.

3. CONTACT TEACHERS EARLY WITH CONCERNS

In order to respond to concerns in a timely manner, please contact your child's teacher. When teachers know of a concern, often a solution and resolution can be reached through early problem solving. Please contact your child's teacher(s) to setup an appointment. Please do not text or use the Remind app for this type of communication. You can expect an initial reply within approximately 24 hours on school days.

4. AVOID DROP-INS

Our priority during the day is instructional hours and teaching time. Please avoid dropping into a classroom to have a conversation with teachers before school and throughout the teaching day. As per COVID guidelines, please make an appointment when visiting the school.

5. JOIN US FOR PARENT MEETINGS

Formal student learning conferences are in October and April. Please attend virtually or face-to-face if permitted. There are additional opportunities to be involved such as School Council.

6. PHONE CALLS

We ask that you call the Main Office for urgent information at (403) 995-4808. If students are sick staff will contact parents to discuss a plan.

7. BE AWARE OF CLASSROOM COMMUNICATION

Please note that respectful communication is expected from all parties. Please be aware of the means your child's teacher uses to communicate learning and activities. Parents are encouraged to promote children to be responsible for their learning and information on assignments.

8. PARENTS ARE PARTNERS

Do not hesitate to connect with a teacher or administrator. We want to hear from you. Your voice is important and valued.

Meadow Ridge Assessment Communication Plan



The purpose of reporting assessment is to communicate areas of strength and areas of growth in regards to understanding outcomes in the Program of Studies. Assessments are designed to:

- be fair and equitable;
- motivate students - they know where they are in their learning journey, where they need to be and next steps;
- instill confidence in students' abilities to learn and see improvement;
- assess knowledge, skills and level of understanding of curricular outcomes.

Meadow Ridge is committed to providing fair, timely and accurate assessment based on a variety of assessments that include pencil/paper tasks, observations and conversations. Our procedures are guided by and aligned to the Foothills School Division [Administrative Procedure 360: Assessment, Reporting and Evaluation of Student Learning](#).

Important Dates:

The school year is divided into three reporting periods and our Learner Profiles will be emailed home in correlation to these reporting periods:

- Term 1: Tuesday, November 30th
- Term 2: Thursday, March 17th
- Term 3: Tuesday, June 28th

Student Learning Conferences will be held twice a year:

- Tuesday, October 19th and Wednesday, October 20th
- Tuesday, April 12th and Wednesday, April 13th

To ensure all students are successful academically and social emotionally, teachers will communicate regularly throughout the year. At minimum, teachers will email parents a curriculum newsletter on the first Friday of each month. Please note that some teachers will email this information weekly. If a student struggles academically or socially, teachers will phone parents to collaboratively problem solve how we can support the student. Parents are encouraged to contact teachers directly with any concerns or questions they may have. If you have any questions about your child's grade or progress please contact the school by phone or via email to your child's teachers. Email addresses are set up as last name, first initial @ fsd38.ab.ca (for example forchukr@fsd38.ab.ca).

We look forward to being partners in your child(ren)'s education. We appreciate your continued support.

Sincerely,

Rebecca Forchuk

forchukr@fsd38.ab.ca

Principal

Brad Skeet

skeetb@fsd38.ab.ca

Vice Principal