

Millarville Community School **Communication Plan** **2016-2017**

The staff at MCS believes strongly in the need to develop an effective communication plan. As an International Baccalaureate (IB) World School, our staff, students, and school community members are encouraged to demonstrate the attributes of the IB Learner Profile to become internationally minded citizens. These ten attributes - inquirer, thinker, balanced, reflective, communicator, knowledgeable, caring, principled, open minded, tolerant - form the basis of our school's essential agreements. To that end, we agree that effective communication is a shared responsibility between all of the partners who make up the school community. Consistent, daily communication promotes transparency. Research has shown that effective communication is an integral component of successful educational programs. Effective communication plans must ensure the free flow of information in both directions between the home and school. It is with this in mind that the following communication plan has been developed.

Official Communication Dates

Learner Profile Dates (Report Cards)

Term 1 - December 2th, 2016

Term 2 - March 10th, 2017

Term 3 - June 29th, 2017

Parent Teacher Conference Dates

Parents can set up an account anytime and book appointments closer to the following dates at:
<http://mcs.schoolappointments.com/>

September 6th, 2016, (5:30 -7:00pm) - Meet the Teacher Evening (No appointments needed)

November 17th, 2016 (3:15-8:30pm) Traditional Parent/Teacher Conferences

March 2nd, 2017 (3:30-8:30) - Student Led Conferences/Celebration of Learning (additional time if required on March 3rd by request)

School → Home Communication

Agendas - The MCS Fundraising Society has purchased agendas for all MCS students. These are the primary information source for daily communication home. Tests, homework and assignments are kept within this agenda during a dedicated agenda time at the end of each day. Parents can use the agenda to communicate quick notes to teachers or return forms to the school. It is encouraged that parents check into your child's agenda regularly.

Bi-weekly Millarville Messenger - This publication provides a look ahead and a look back at happenings in the school and community. Parents will receive notification of the publication every other Monday throughout the school year. Paper copies are available in the school's office and a digital version is available on our school website. Community articles must be in on the Friday prior to each publication in order to be included.

School Website - The school's website is the central resource for all families. Newsletters, classroom sites, our Twitter feed and other information can be found quickly on this site. millarville.fsd38.ab.ca

Classroom Websites - Each grade has a website to update families regarding current topics of inquiry, resources for home and homework assignments. Please check in with your grade's website regularly to keep on top of current classroom events and resources to help your child at home.

Classroom Newsletters/Emails - Many teachers email their families frequently to ensure you are abreast of the latest information and news from the classroom. Please ensure your latest email address is correct with Mrs. Gregson early in the year and check your spam folders to ensure you are not missing these emails.

Twitter/Facebook - MCS has a school Twitter feed to update families and our website of upcoming events, resources and photos of what is happening around the school. A Twitter account is not needed to view these tweets, simply log onto our school website to see more. @MCSWildcats or www.facebook.com/MCSWildcats

Telephone Calls - Teachers will make telephone calls to the homes of students as the need arises. These calls will be of a positive nature as well as providing an opportunity to discuss issues of concern.

Notes or Letters - From time to time parents may receive a letter or note from their child's teacher regarding a specific issue of importance.

Permission Forms - Anytime that a class or group of students leave the school to participate in a field trip, a permission form containing the specifics of the trip will be sent home for a parent or guardian signature. It is VERY important that these forms come back to the school ontime or your child may not be able to attend an upcoming fieldtrip. Additional forms may be found on our school website.

Memos from the Office - Memos containing information regarding specific activities will be sent home as necessary.

Home → School Communication

Parents/guardians are encouraged to maintain regular communication with the school using a variety of means. The primary point of contact about concerns about your child's learning, social development or other points is your child's classroom teacher. If you have contacted the teacher and feel an issue has not been resolved, please feel free to contact Mr. Gibson. MCS has an open door policy and welcomes parents to our school. However, for safety reasons, we ask that you sign in at the office when you arrive. **PLEASE contact the school prior to 9:00 am to report your child absent.**

Agendas - Quick notes and appointments can be passed through your child's agenda.

Telephone - Parents are able to call the school (403-938-7832) in order to obtain information or to arrange meetings with staff. Please note that teachers will not be called out of class to answer telephone calls unless they are of an emergency nature.

Meetings - Parents can arrange a meeting with a teacher or school administrator by calling the school.

E-mail - Parents are able to contact teachers via email. These email addresses are available on the school website if you require.