

Communication Plan

At *Inverness Education Centre/Academy* we welcome and encourage on-going communication between school and home. It is important for parents and guardians to get to know your child's teacher(s), the Principal, Vice Principal, and other staff who work with your child. This allows for a very meaningful and important dialogue between home and school.

We also recognize the importance of working collaboratively as a team to ensure the success of our students. As parents and guardians, you are very valuable members of our school team at IECA.

We sincerely appreciate the many volunteers who support our school initiatives and we place a high priority on positive community relations.

Strong and effective communication enables us to make our school community more informed and encourages greater participation, excitement and support for educational initiatives and school activities.

Our IECA communication plan will outline information on student learning and how it will communicate to parents and guardians during the school year. Our school and teacher plans include many tools of communication and information we believe will ensure a more positive and successful school year for all!

In the interest of keeping all members of our school community informed, the following information tools will be implemented:

STUDENT INFORMATION SYSTEM· PARENT PORTAL

All parents/guardians are able to access student information on a web-based program as part of our student information system. This system has been adopted province wide with the purpose of improving communication and the storage of information. Note: Returning students can access the portal using the passwords issued last year. Should you need assistance with user name and passwords please contact the school, we will be happy to assist you.

IECA- REPORTING PERIODS 2017-2018

Report cards are printed in November, March/April, and June for students in grades P-8. They are printed in November, February, April, and June for students in grades 9-12. Formal Parent-Teacher sessions are arranged immediately following these reporting periods.

TEAM MEETINGS

Parents will be contacted if meetings are necessary regarding their child's progress and/or behavior at anytime during the school year.

If parents wish to meet with your child's teacher or Principal on a particular matter, please feel free to contact the school to arrange a meeting.

IECA STUDENT HANDBOOK

Our IECA Handbook was sent to all parents/guardians. We ask parents to review this handbook and the policies/procedures outlined within.

NEWS LETTERS

Our school newsletter will be placed on our school website at the beginning of the month. Please call the school if you require a paper copy.

PHONE CALLS/NOTES/LETTERS/EMAILS

Our staff will be making contact through phone calls, notes, e-mails and letters. While all such communication is important, I strongly believe that POSITIVE phone calls or notes are also very necessary and deserving.

ALERT MESSAGES

E-mails and text messages can be sent through our Student Information System. Please make sure that your current email address and home/cellular numbers are correct on the **Student Registration Form**. This mode of communication can be used for general information items as well as emergency notices such as school closures, physical plant issues, etc.

IECA WEBSITE

Please visit our website at <http://ieca.srsb.ca/> for school information, announcements and initiatives at our school

IECA Twitter Account

Follow us @InvernessECA

MEDIA

Local radio and news papers will provide information regarding school events and activities.

SPECIAL EVENTS/OPEN HOUSE

Throughout the school year, we will hold special events and activities. We welcome you to any and all such activities and greatly appreciate your support for these special initiatives.

SCHOOL ADVISORY COUNCIL (SAC)

IECA School Advisory council meets regularly throughout the year. We WELCOME new members input from parents, guardians and community. If you are interested in joining SAC or if you have questions or concerns please contact the school.

STRAIT UP FOR PARENTS – HOMEWORK AND CLASS INFORMATION

This page is located on the Strait Regional School Board web site www.srsb.ca . It is also linked from our school website.

- Got to www.srsb.ca or <http://ieca.srsb.ca>
- Scroll to the bottom of the web page
- Click on "Strait Up" tab
- Select school from left hand column
- Select teacher name

NS DEPARTMENT OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT

The department of education web site has all available curriculum documents with all outcomes at every grade level listed. For this or other educational documents or information, you can access the Department of Education web site at www.ednet.ns.ca.

Communication is an integral part of parent/teacher/school relationships. This communication should be on- going and initiated by both home and school. I have outlined some of our main methods of communicating throughout the school year. Suggestions and comments regarding this plan, or ways to enhance our communication process, are most welcome.

If you wish to contact IECA Administration, please do not hesitate to telephone or email us.

Our contact information:

Phone: 902-258-3700, Fax: 902-258-3899 or email: carol.smith@srsb.ca or lisa.maceachern@srsb.ca

Thank you for your continued support!

Sincerely,



Carol Smith
Principal



Lisa MacEachern
Vice Principal

