

**P.E.I. Home and School Federation  
Semi-Annual Meeting, Tuesday, October 21, 2014  
Queen Elizabeth Elementary School, Kensington, P.E.I.**

**Communications**

**Session One**

How can school forms, report cards, newsletter, Students Achieve, and web sites and school newsletter be improved to make them more effective and useful?

Introductions around the table (14 inclusive)

- Needs to be short and clearly understandable or papers end up piled up
- Blogs are well received.
- SAS is a brief and quick way to get info out; in the higher grades the legal forms are hard to get back, 60% response rate; maybe an electronic form that parents could print and send back.

Feelings on SAS

- How do I use it? Parents unsure!?
- Super Idea – Ask for guest to come in and explain through requests to principal.
- teachers and school's use of it varies greatly.

Super Idea – Bob Andrew: report cards will be going on SAS

- Tutorial online on SAS is available
- Make a more standard way of communicating

Web sites / Blogs

- Universal web site? Wordpress? For each school?
- Content not always updated
- Ton of information at the high school level
- Who takes ownership of it? Teachers doing it on their own time?!
- High School: teachers moving to texting using broadcast – cannot reply, twitter, social media.
- Email Ellen with any further questions.

## Session Two

Majority of parents are elementary level. Any forms of communication now being used are effective.

1. Facebook group – Home & School; secret group, invite only, 1 administrator
2. Newsletter – hard copy and on-line e-mail every 2 weeks
3. E-mails - collecting e-mails
4. Meet the Teacher Night
5. SAS

### StudentsAchieve (SAS)

- SAS e-mail with link;
- student file information posted on school website
- daily updates on attendance, homework, tests
- parent login
- now has auto notify whenever anything is entered
- frequency is determined by schools
- teachers are required to enter marks
- parent engagement .... SAS effective tool for parents
- Marks are entered
- Parents can opt out or set parameters in SAS settings
- Standard of Use – How often is this updated?
- Required by school board – Attendance / Assignments / Projects / Marks entered in a timely manner
- If marks aren't being entered in a timely manner, contact teacher, then principal; needs to be timely to be useful
- need a standard of use
- may need to provide training/support for administration
- communicate expectations to teachers & administrators & parents
- Depends on project
- Tests don't come home often in Junior and Senior High

Q. What is "timely?"

A. At Bluefield High School it is 5 days after

Q. Is there provincial support for administration?

A. Not at this time. Needs current information.

### Web Sites

- School web sites are not organized the same way
- Home & Schools might be able to collaborate on standardizing web sites and information available. A standard template appeals to parents as users
- Bob Andrews = Schools decide what product to generate websites.
- Mass e-mail not required

How do you feel about H&S communication?

- Feels welcomed by school

Do Home & School have communication officers?

- Ideal!
- Facebook, Twitter
- Some don't attach minutes
- Attach minutes to websites

Forms of communications used:

- Notes in Homework Bag
- Text/E-mail
- Call
- depends on teacher
- always ask teacher how the communication will be done for the year
- web pages may not be up-to-date
- morning announcements get e-mailed out
- group e-mail your teachers to check in; take initiative
- timely info, useful info, streamlined approach
- Complaints Policy Chair
- Way to communicate to get feedback and have input for effective engagement
- Teachers can't e-mail back immediately; call instead, or other alternate method.
- Meet the teacher template for parents to be included
- preferred mode of communication
- can schools impose methods of communications –No; cautious of adding more to workload, teachers have been given latitude of how to communicate
- Onus is on school admin to set standard of communication

What can parents depend on?

- Teachers are required to respond
- Newsletters
- Mass e-mails/updates
- Web sites
- principals brainstormed about communication during Professional Learning Day; What has come of this session?