

# ***Wilson Middle School Communication Plan***

At Wilson Middle School, we are committed to providing and fostering open dialogue with all educational stakeholders. When sharing ANY information, our communication practices must be aligned with WMS policies, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

## **Our Commitment to Families:**

### **1 SCHOOL WEBSITE**

Please check our Wilson Middle 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://www.wms.letbsd.ab.ca>

### **2 PRIMARY COMMUNICATION**

Our primary communication will be Email and Phone. We will 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.

### **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 that the school is closed, and staff may be unavailable. If you do not receive a reply, please contact the office directly during school hours. Additionally, the primary focus of a teacher's job is interaction with their students. As such, an immediate response is not always possible. If you have pressing concerns, please contact the main office.

### **4 CLASSROOM COMMUNICATION**

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.

### **5 SCHOOL-WIDE COMMUNICATION**

School communication will be sent to the email address(es) provided once a week. This communication will contain schoolwide information and important dates.

### **6 WMS ASSESSMENT**

Wilson Middle School uses a live reporting assessment system. Parents are encouraged to sign up for PowerSchool and check frequently as teachers update assignments, marks, and comments in live time. Final comments for options and enrichment will be posted at the end of each term. Please contact the office if you are having difficulty getting logged on to PowerSchool.

### **7 LEARNING MANAGEMENT SYSTEM**

Teachers will be using Microsoft Teams 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.

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As part of our communication plan at Wilson Middle School, we ask that our parents do their best to stay involved and collaborate with us by committing to the following:

## **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.

### **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 home to both parents, please ensure those email addresses/phone numbers are file with the office. If you have any changes to your primary residence, emails, or phone numbers, please contact the office ASAP (403)-328-3144

### **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. 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. When stopping in the school please make sure to sign in at the main office.

### **5 JOIN US FOR PARENT MEETINGS**

Formal parent-teacher conferences times are in October and February. Please attend with your child (Whether virtual or face-to face if permitted). We believe our parents are partners in learning. 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 (403) 329-3144.

### **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 input is important and valued.