



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number G 6.0
Policy Title	Communication
Date of Review	August, 2023

OVERVIEW

At FFLA, we feel that the relationship between school and parent/guardian is vital to the success of each student. In every healthy relationship, clear, consistent communication is vital. To achieve this goal, the school has the below methods of communication and each is for a specific and consistent purpose.

General Communication - Kindergarten through Grade 12

1. E-Mail/Phone Calls: Administrators and staff will correspond via email or phone. Communication of this nature will be used regarding the individual student. At other times emails will be sent as reminders or from the office for important school wide information. We do our best to limit these general communication emails as much as possible and include all we can in the school Newsletter.

Parent/Guardian Concerns: The school encourages parents/guardians and teachers to share observations and information as it pertains to their child. Parents/guardians should contact their teacher directly (email is usually best for initial contact) to resolve any issues; however, if unsuccessful, they should bring the matter to the attention of the principal and ask for a meeting to seek a satisfactory resolution.

2. Incident Reports: These reports are used to inform parents/guardians of accidents or incidents which occur during the day - most especially during outside recess and physical education. Such reports are typically sent via email or if serious enough, by phone and then documented.

3. Meetings & Interviews: Teachers and or the principal will communicate strengths and concerns they have regarding a student's progress (both behavioral and academic) throughout the year. Though parent/teacher interviews occur twice per year, meetings between teachers/administration and parents can be requested at any time.

4. Report Cards: Detailed report cards are given at the end of each term. These are given each trimester for Kindergarten through Grade 9. These are given as interim and final report cards for each semester of Grades 10 through 12.

5. School Welcome Letter: All our parents/guardians will receive a Welcome Letter from the school about one week before the start of the new school year.

6. Monthly School Newsletter: Each month, the principal will email out a Newsletter of school wide information that is upcoming. The principal will also reflect on the month before. These newsletters will be posted to the website also.

7. Entrepreneurship & Global Awareness Newsletter: Each month, the principal will email out a Newsletter showcasing all that the students and teachers were involved in that month. These newsletters will be posted to the website also.

8. Google Classroom: This is a very important source of communication for all our students and parents/guardians. It will be utilized for the following:

- To view the course outlines.
- To view assignment outlines/instructions, rubrics, spelling lists etc. as they will be uploaded and available for reference here.
- To view important upcoming dates as explained in the 'Calendar' section above.

9. Alma: Each family will receive a login to our Alma portal which is where all our grades are stored and where families can apply for enrolment each school year.

10. Annual Surveys: The school sends out an annual survey each year that asks for parent /guardian input on the program, communication, administration, policies, staffing, ways to improve etc. The results of the surveys are utilized by administration and teachers to improve policies and all the different aspects of the program.

11. School/Parent Board: A Board, made up of the founders and parents of the school, governs the school. Parents that wish to become members of the society and/or the Board must deliver a letter of intent to the Board who will then review it and vote on whether to accept the applicant as a member of the society, and then from there the Board. For more information, see the Footprints for Learning Society By-Laws posted on the school website.

Kindergarten through Grade 5 Communication

September Newsletter: All our K-5 parents/guardians will receive a September Newsletter about one week before the start of the school year. The following information will be contained therein:

1. an introduction from the student's teachers;
2. general classroom information and expectations;
3. a general month Overview & Plan with timeline for each core subject; Science, Social & Entrepreneurship, Math, Literacy, Spanish; and
4. the September calendar. In an effort for every student to only have one calendar, teachers will ensure that in addition to class specific dates (ie. Field trips or tests), all the dates and events from the School Calendar (posted on the website) will be included in this newsletter calendar each month.

Monthly Class Newsletter: All our K-5 parents/guardians will receive a Monthly Newsletter from their homeroom teacher a few days prior to the beginning of the month. The following information will be contained therein:

1. general classroom information and a recap of the previous month;
2. an overview & plan for the next month that will include timelines and curriculum outcomes for each subject; Science, Social & Entrepreneurship, Math-Other, Literacy, Physical Education, Spanish, Health, Art & Music; and
3. the month's calendar. In an effort for every student to only have one calendar, teachers will ensure that in addition to class specific dates (ie. Field trips or tests), all the dates and events from the School Calendar (posted on the website) will be included in this newsletter calendar each month.

Daily Communication: Grade K-5 students write in their agendas every day and the teacher reviews that they completed their agenda message before they leave for the day. Students will print or write in any relevant information under their teacher's direction. We ask that parents/guardians read, enter comments, discuss it with their child and sign it so that teacher can review it and respond the next day.

Grade 6 through 9 Communication

September Teacher Welcome Letter: All our 6-9 parents/guardians will receive a September Welcome Letter about one week before the start of the school year. This letter will include the following information:

1. an introduction from each of the student's teachers;
2. the students' timetable; and
3. an overview of the Google Classroom's platform and log in information.

Course Outlines: At the start of each year, in every subject (Science, Social & Entrepreneurship - computers are included in Entrepreneurship, Math-Other, Literacy, Physical Education, Spanish, Health, Art & Music), the teacher will post to their Google Classroom a course outline that will detail what they will be studying during that unit. This includes the Alberta Education outcomes, what assessments will be used, applicable assignment(s) and test with a timeline. This document will include all course units.

Calendar: For grades 6-9 the only 'calendar' is the School Wide Calendar which is posted on the website. All class specific important dates will be placed on the Google Classroom message board for each subject by the first of each month. These would be for events such as field trips etc.

Daily Agenda: FFLA does not supply agendas to students. Students move to each classroom based on the subject. Each of their respective teachers have an updated homework and upcoming dates board posted in their classroom, or a Google Calendar for the Course or Grade for students to access. Students are reminded, allotted time, and encouraged to write down their homework and upcoming date in a planner or specified notebook; however, it is each student's responsibility to ensure this happens. Parents/guardians can help by providing and checking their student's planner at home and speaking with their child if they are not utilizing it.

Grades 10 through 12 Communication

Our Grade 10-12 students access all their courses (with the exception of Physical Education) through Moodle which is a platform designed specifically for our blended learning program. Students will receive their login information in September. These are sequenced courses with outlines provided at the start of each course. Teachers also provide this outline to the students for their courses.