

# LANDMARK ELEMENTARY SCHOOL

## COMMUNICATION BULLETIN

### SEPTEMBER 5, 2017



Dear Students/Parents/Guardians/Community Members:

For many years, schools have produced mass amounts of newsletters in an attempt to communicate important information to the families of our students, and yet, a common concern expressed is the need for greater communication between the home and school. The reality is that many of us do not have or take the time to read a lengthy newsletter. In today's technological age there is no reason we cannot communicate more often and more succinctly. LAST year we tried not printing a newsletter but when surveyed, 23 families expressed a desire to have one. In response to the survey, LES will produce four newsletters this year – FALL, WINTER, SPRING and SUMMER. Please note that there will also be many other ways you might receive and/or access information about what is happening at the school:

<p><b>AGENDA BOOKS</b></p> <p>All students in grades 1 – 3/4 K have agenda books – Kindergarten students, grades 4/5, 5/6 and 6 receive a separate STUDENT HANDBOOK</p>	<p>1. STUDENT HANDBOOK – at the <u>front of each agenda book</u> is the student handbook which contains information about</p> <p>a) SCHOOL STAFF b) SCHOOL RULES AND POLICIES c) EXPECTATIONS AND RESPONSIBILITIES</p> <p>2. Teachers will use agenda books to communicate messages to the home through STICKER REMINDERS attached to specific days and/or COMMUNICATION BULLETINS (like this one)/class newsletters in the plastic pouch</p>
<p><b>APPS</b> such as SEE SAW, REMIND</p>	<p>Apps will be used to send reminders, photos, share student work with and provide general information to parents. This will be your best way of knowing what is going on in your child's classroom on a regular basis!</p>
<p>SIGN OUTSIDE FRONT OF SCHOOL</p>	<p>One or two up-coming events will be highlighted regularly on the sign as additional reminders or information.</p>
<p><b>LES WEBSITE:</b> les.hsd.ca</p> <p>Website has the translation function for those who prefer to read the information in their first language.</p>	<p>The website will be your greatest wealth of information:</p> <p><b><u>MAIN PAGE:</u></b> Links to the <b><u>NEW HSD PARENT PORTAL</u></b>, kindergarten snack list, hot lunch schedule and bus delays; list of upcoming events; our LES TWITTER Feed (<i>very interesting!</i>)</p> <p>Looking at the MENU along the top of the main page....</p> <p><b><u>ABOUT:</u></b> LES, Community Reports, Staff, Contacts</p> <p><b><u>BLOG:</u></b> Short articles, announcements, explanations, reports of what has been happening at the school and in specific classes.</p> <p><b><u>SOCIAL MEDIA:</u></b> Twitter feed; YouTube</p> <p><b><u>STUDENTS:</u></b> Class websites, Student Code of Conduct, Student Handbook, daily routine</p> <p><b><u>PARENTS:</u></b> HSD PARENT PORTAL INFO and LOG IN; Communication Bulletins, info from the Parent Advisory Council, permission forms, parent resources, supply lists, bus delay bulletins (again), weather-related school closure policy, policies around religious exercises and instruction</p> <p><b><u>COMMUNITY:</u></b> Fundraising, community use of facilities information</p> <p><b><u>CALENDAR:</u></b> Calendar of events, etc. specific to LES.</p>
<p>VOICE MESSAGES</p>	<p>Automated voice messages will occasionally come to your phone from the school number. These messages could contain</p> <p>A) URGENT, TIME-SENSITIVE INFORMATION;</p> <p>B) IMPORTANT REMINDERS – GENERAL OR SPECIFIC TO YOU.</p> <p>Please ensure that the school has your most up-to-date and preferred phone contact number.</p>
<p>EMAILS</p>	<p>Emails can come from the school in general or from a specific staff member, depending on the nature of the communication. Please ensure that your email address is up-to-date in our school records.</p>

CONTACT US:

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