

Heritage Heights Communication Plan 2023-2024



We are committed to open, two-way communication at Heritage Heights. Our communication strategies align with current regulations and to provide our community with multiple avenues to stay connected.

Connect with us:
[Facebook](#), [Instagram](#), [Twitter](#), [School Website](#), [Calendar](#)
 Attendance or Main Office 403-938-1400
 General Inquiries Heritage@fsd38.ab.ca

Our Commitment to Parents:

Home Connection

PRIMARY COMMUNICATION

Our primary communication will be by email or phone.

COMMUNICATION HOURS & PROCEDURES

Office hours are generally 8:00-4:00 daily for phone calls. Teachers are unavailable to speak during teaching time. Please allow 24 hours to respond to emails.

CLASSROOM REMINDERS

Teachers will provide a weekly update of upcoming events. Agendas are a primary source of assignment or assessments. Please also see Google Classroom reminders.

OFFICE NEWSLETTER/WEBSITE

A monthly newsletter will be provided near the beginning of each month. Important reminders and updates will be included drawing attention to resources available on our school website or elsewhere.

REGULAR UPDATES

Parents are asked to follow and set notifications on one of our social media channels for regular updates. Facebook, Twitter, and Instagram (@heritageheights1) reminders will be cast simultaneously to provide updates and happenings around the school.

PROFESSIONAL COURTESY

Working hours are between 8 and 4 for most of our staff. While we may send communications outside of these times, please understand we may not respond. This aligns with FSD Administrative [Procedure 414](#).

LEARNING UPDATES (Grades 5-9)

All classrooms have a Google Classroom set up for assignments and timelines of larger projects. Please accept the Google Classroom email for updates as a parent or have your child sign-in to their account on a family computer to follow along.

READ SCHOOL COMMUNICATIONS

Stay informed and involved. Website, social media, classroom updates or other emails are an important avenue to keep us connected.

UPDATE CONTACT INFO

Please update the office immediately when phone numbers, emails or addresses change.

DISCUSS LEARNING WITH YOUR CHILD

Learner Profile (LP) Dates (**February 16th**, **June 28th**)
 Monthly reminder to review Edsembli.
 Ask your child to view their Google Classrooms or MyBlueprint portfolios. Students can invite parents directly to these resources.

JOIN US FOR PARENT MEETINGS

Parent Teacher Interviews November 8th & 9th, April 17th & 18th
 School Council meetings, Open House Dates and Family Events

DISCUSS CONCERNS AS SOON AS THEY ARISE

Negative experiences need to be addressed as soon as possible to support and maintain relationships and to improve the experience of learning for our children. We ask that you address concerns first with your child's teacher before contacting administration.

PARTNERS IN LEARNING

HHTS Staff is committed to supporting your children to be successful, please consider how we can continue to be partners in the learning and growth of your child in all interactions. VOLUNTEERS ARE ALWAYS WELCOME!

ATTENDANCE LINE

Please to update the office of absence before 8:30 when possible. Name, homeroom teacher, and reason for absence are requested. 403-938-1400 or email heritage@fsd38.ab.ca

FSD System of Reporting

Our school division has undertaken some changes based on community and staff feedback around assessment and reporting. Please see the parent resource link to learn more.

[Parent Resource](#)

Two Parent-Teacher Conferences: November 8,9 & April 17, 18

Two reporting periods: September-January, February-June

Two Learning Profiles: February, June

Concerns?

Your child's teachers know your child best, please address learning, behavioral and social challenges by reaching out to teachers first. If not resolved, you may contact the office for administrative support. All concerns brought to administration will be logged and responded to in an appropriate amount of time after contacting all parties.