



# ESFCHS/AHSFA COMMUNICATION PLAN 2024 – 2025

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At ESFCHS/AHSFA, we are committed to providing and fostering open dialogue with all educational perspective holders. When sharing information, our communication practices align with Foothill School Division policies and procedures, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

We believe parents are partners in education. As such, parents have a responsibility to get involved, stay connected, and collaborate with us.

## OUR COMMITMENT TO YOU

### SCHOOL WEBSITE

Our website link is: [ÉSFCHS | AHSFA](#)

Please check our website regularly for all up-to-date information and dates. Please let us know if there are any inconsistencies as you navigate the site.

### PRIMARY COMMUNICATION

Our primary modes of communication will be email and phone. We 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 collaboratively solve problems. Classroom teachers may use additional communication means.

### COMMUNICATION HOURS & PROCEDURES

We welcome calls and emails from 6:30 am to 6:30 pm as per Appendix B in [AP414](#). We aim to reply to non-urgent messages within 48 hours. Please note on our website calendar times the school is closed and staff are unavailable to respond to your inquiries. The primary focus of a teacher's time is interaction with students. As such, an immediate response is not possible. If you have an emergency, please contact the Main Office. Please do not text or phone your child during instructional time as cell phones are not permitted in class.

### CLASSROOM COMMUNICATION

Classroom communication is an on-going two-way communication between school and home. Generally, these communications may include brief descriptions of learning in the classroom, updates of student progress, upcoming assessments and field trips. If a teacher has concerns, they will reach out by email or phone.

### SCHOOL-WIDE COMMUNICATION

School communication will be sent to the email address(es) you have provided. Our school offers a monthly newsletter to keep you informed on school-wide information and important dates. We also share information on our website.

### EDSEMBLI

Edsembli is your portal for Learner Profiles, school and field trip fees, forms, and school information. We recommend logging into your Edsembli account frequently. You can do so by following this link:

<https://www.foothillsschooldivision.ca/foothillscomposite/page/18665/edsembli-family-portal-login>

## YOUR RESPONSIBILITIES

### UPDATE YOUR CONTACT INFORMATION EMAILS, FORMS, & WEBSITE

Stay informed by reading communications and regularly referring to the school website. Ensure you are signing and returning forms in a timely manner.

### ATTENDANCE & URGENT MATTERS

We ask that you call the Main Office for urgent information, including attendance. Please notify the Main Office through email ([fchsattendance@fsd38.ab.ca](mailto:fchsattendance@fsd38.ab.ca)) or phone when students are going to be absent from class. If students are sick or will be away for more than 2 days in a row, please communicate with the classroom teacher as well.

### CONTACT US WITH CONCERNS

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 call or email your child's teacher(s) to set up an appointment.

### 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. Please make an appointment when visiting the school.

### JOIN US FOR LEARNER CONFERENCES

Formal student learning conferences are held twice a year. This is your opportunity to connect with your child's work in the class and to evaluate progress.

### ENGAGE WITH CLASSROOM COMMUNICATION

Please be aware of the method 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.

### PARENTS ARE PARTNERS

Do not hesitate to connect with a teacher or administrator with your concerns or innovations. You can also partner with our school by attending School Council meetings. For more information, visit our website.