

Westmount School Communication



We are committed to open, two-way communication at Westmount. When sharing ANY information, our communication practices must be aligned with FSD policies, Human Rights legislation and the Freedom of Information and Protection of Privacy Act (FOIP).

OUR COMMITMENT TO PARENTS:

- 1 SCHOOL WEBSITE**

Please check our Westmount 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.

Link: <https://www.foothillsschooldivision.ca/westmount>
- 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. Classroom teachers may use additional communication means such as the Remind App or Classroom Dojo.
- 3 COMMUNICATION HOURS & PROCEDURES**

We invite you to email or phone at any time you have a concern. We will endeavor to reply to messages within 24-48 hours. Please note on our website calendar times the school is closed and staff may be unavailable. If you do not receive a reply, please contact the office directly during school hours. Foothills School Division supports e-communication boundaries for staff through [Administrative Procedure 414](#): Safeguarding Learner Work Life Excellence. 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**

Each week specific classroom information will be sent from your child's teacher(s). 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 school-wide information and important dates.
- 6 EDSEMBLI**

Learner profiles will be sent home two times a year to communicate student performance. You can view your child's marks by logging on to Edsembli. ([Parent Edsembli Log In](#))

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

A PARENT'S RESPONSIBILITY:

- 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. (403-995-4824)
- 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. We encourage you to contact your child's teacher to set up an appointment to discuss these concerns on the phone or in person as this is the most effective method for these conversations.
- 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 conference times are in November and May. Please attend with your child. We believe our parents are partners in learning. There are additional opportunities to be involved such as School Council and FOWSS.
- 6 PHONE CALLS & TEXT MESSAGES**

Urgent messages for your child during the school day should be called into the Main Office (403-995-4824). Student cell phones will only be allowed in classrooms for learning purposes at the discretion of the teacher. Personal devices will not be allowed for messaging during class time. Students may access their phones to communicate regarding non-urgent messages during their breaks and lunch.
- 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. [Staff Contacts](#) can be found on the School website.