

**School Communication Plan  
New Germany Rural High School  
2017-2018**

Communication regarding achievement, behaviour and attendance is essential in facilitating a successful school experience for all students. Parents/guardians, students, and educators must work together in partnership to maintain open and effective communication.

**Methods of Communication:**

The school will use various methods for communicating with families:

- Telephone calls
- E-mails
- Newsletters
- Written feedback on assessments
- Formal and informal meetings
- Notes home
- Faxes – where applicable
- School website
- Teacher websites
- Twitter
- ALERT messages
- Casual conversations (at school functions/performances/athletics, etc.)
- Program Planning meetings
- Parent/student/teacher conferences
- Parent nights (grades 6 and 12)
- Report cards
- Text messages

**Important dates:**

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| Tuesday, October 3 <sup>rd</sup> , 2017    | Grad Information Parent Night 6:00pm         |
| Monday, November 27 <sup>th</sup> , 2017   | Report Cards go home (7-12)                  |
| Thursday, November 30 <sup>th</sup> , 2017 | Parent Teacher Interviews 1-3pm and 6:30-8pm |
| Friday, February 16 <sup>th</sup> , 2018   | Report Cards go home (10-12)                 |
| Tuesday, April 3 <sup>rd</sup> , 2018      | Report Cards go home (7-9)                   |
| Thursday, April 5 <sup>th</sup> , 2018     | Parent Teacher Interviews 1-3pm and 6:30-8pm |
| Tuesday, April 24 <sup>th</sup> , 2018     | Report Cards go home (10-12)                 |
| Friday, June 29 <sup>th</sup> , 2018       | Report Cards go home (7-12)                  |

## **Protocol for Parent Communication with the School and Staff:**

Parents/Guardians can contact the school and individual teachers through the following methods:

- Call the main office at 902-644-5000
- Email: access our website at: <http://ngrhs.ednet.ns.ca/> to find individual email addresses
- Fax # 902-644-5010
- Email the school at [ngrhs@ssrsb.ca](mailto:ngrhs@ssrsb.ca)
- Mail: 44 School St., New Germany, NS B0R 1E0

Please note that teachers may be difficult to reach throughout the day as they are instructing in their classrooms. You may leave a message with the administrative assistants or send them an email, and teachers will do their best to respond within 48 hours.

Meetings with teachers should be pre-arranged through phone contact or email. Dropping in to see teachers is discouraged as they may be instructing, attending meetings, providing supervision, or facilitating other activities.

For situations involving individual students, please speak directly to the teacher first. If you are unable to meet a satisfactory conclusion, please contact the vice principal or principal.