

Special Communication:

Please read our WRC Family Handbook online or as hard copy carefully for valuable information regarding school routines/expectations. Hard copies can be obtained at the office.

1. We ask that a parent call the school before 8:30 a.m. if your child will be absent. Please state reason for absence (i.e. illness, appointment), as we need this information for our attendance module of the school database which is transmitted to the Dept. of Ed.
2. When there is a change in after-school bus arrangements, please write a note in your child's agenda to clarify instructions **along with a note for the bus driver**. Our policy is "No Note, No Go". This is to ensure your child's safety.
3. If you need to phone the school for a last minute change in bus arrangements, please call before 1:00pm, to ensure that we have had time to retrieve any message, write the note, and inform your child and their teacher before dismissal. If you call after 1:00pm due to last minute situations, do not leave a message. Call again to speak to someone to ensure your message is received.
4. Please keep the office updated on registration information such as new phone numbers, change of address, emergency contacts, medical changes and if there is a change in family physician.

5. We also need to know if you make a change in your early school closure information so we can enter this change on our records and also inform the Early School Closure Calling Network. (It is extremely important that parents have reviewed an emergency plan with their children as a backup to our calling network).
6. In keeping with CCRSB policy concerning administering medication to students, we must have a consent form signed by the parent before we are able to administer prescription and non-prescription medication to your child. Medication needs to be in original container with physician's name, child's name and dosage. (Forms are available from the school). All medication must be kept in the school office.
7. Insurance regulations for class trips require that we have written consent from parents in order for individual students to go on bus trips.
8. If a situation exists where a child lives with a guardian, we request a copy of custody documentation of the child(ren). This is for protection of the child and guardian.

*Please know you are always
welcome at WRC!*

Winding River Consolidated

School Communication Plan



Overview of Communication Throughout the Year 2017-18

***P.O.Box 249, 272 Kitchener St.,
Stewiacke, N.S. B0N 2J0
639-3199***

Principal's Email: coxbl@ccrsb.ca
Vice-Principal's Email: glennc@ccrsb.ca

“At Winding River Consolidated, we strive to provide a respectful learning environment, with positive school, home, and community relationships, to develop life-long learners.”

Communication from School to Parent:

Important Dates:

Set by CCRSB: **Formal Reporting Periods**

Nov., April and June

Parent-Teacher Interviews:

Nov. 29th (6:00-8:00 pm)

Dec, 1st (8:30- 11:30 am)

April 19th (6:00-8:00 pm)

April 20th (8:30-11:30am)

Other dates specific to our school will be noted on our monthly calendars.

Range of Informal/Formal Communication

<http://wrc.ccrsb.ca/>

Student/Parent Handbook

Monthly Newsletters/Calendar

Notes and Reminders

Parent Orientation/Open House on Sept. 21st

Report Cards

Student Agenda

Home and School

School Advisory Council

CSI Updates

Phone Calls

Email

Appointments

Parent Portal

ALERT

- write excuses for absences due to illness or appointments
- record any change in travel plans or bus routes and prepare a separate note for the bus driver
- let us know about any special celebrations regarding your child so that we may share with the student body

Please feel free to call after 2:15pm if you need to discuss any issues with a teacher or wish to arrange an appointment to meet with a teacher. You are also invited to meet with the principal and/or vice-principal to discuss any concerns.

The principal and/or vice-principal may be contacted by phone and/or email

(Principal): coxbl@ccrsb.ca

(Vice-Principal): glenn@ccrsb.ca

If you are unable to keep scheduled appointments, please notify those involved in your child's agenda or by phone.

Re: Parental Concern Form From CCRSB:

If an issue cannot be resolved at the school level (teacher/principal), fill out the above-mentioned form and submit to the Family of Schools Supervisor, Mrs. Trish MacKinnon. The form is available on the CCRSB website and at the school office.

Some of Our School Practices:

One of the most important forms of communication is through the student agenda.

Our monthly newsletters will keep you up to date with current events taking place e.g. picture day,

SAC and Home & School meetings, etc. When necessary you will receive Notes and Reminders of upcoming activities/events/ presentations. Please visit our school website on a regular basis.

Criminal Records/Child Abuse Registry Check Forms must be completed by all staff and volunteers. This is to ensure the safety of your child (ren). It does not need to be completed yearly.

Sometimes it is necessary for students to be picked up early at the end of the day. Regular dismissal time is 2:00 pm. If they are picked up after 1:40 pm they will be called to the office as this helps to eliminate disruption with end of the day routines.

School Closure – If school is cancelled due to inclement weather or other unforeseen circumstances, it will be announced on the Truro radio station and it will be posted on the CCRSB website: www.ccrsb.ca. Our school is within the Nova Family. If there is an early dismissal due to weather, power outage, etc. you will be contacted by the school to check on arrangements for your child(ren). The child(ren) of any parent/guardian we are unable to contact will remain at school under the care of the principal until they can be picked up by the parents/guardians or approved caregiver.

Please note we no longer distribute birthday invitations at school unless it is a class party. If you are inviting a select few please make other arrangements to invite the children involved.

Communication from Parent to School:

Please reply to and return notices/forms promptly.

You may use the student agenda to: