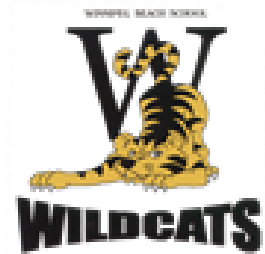


**COMMUNICATION UPDATE: 2017-2018**

**Evergreen School Division** and **Winnipeg Beach School** both value communication between families and schools and want to clarify what we currently have in place. If you have any questions, please contact us.



Purpose / Use	Communication Method / Notes
<p>Urgent messages regarding school closures, weather emergencies, cancelled or late school bus transportation, etc.</p> <p>Please note: <i>Up to date contact information is especially important during the winter months where there is a higher likelihood that families will need to be contacted regarding school bus or school cancellations. Be sure to inform the school of any changes.</i></p>	<p>These messages will come via 3 methods:</p> <ul style="list-style-type: none"> <li>- Automated calls to home and/or cell phone</li> <li>- Email</li> <li>- Text messaging (Please note: This requires an “opt in”. To sign up, text the word “Join” to number 56360. If your cell phone number is in our system, you will receive a response saying, “thanks for joining” as well as directions for “opting out” at any time. If your number is not in our system, the reply will request you register your cell phone number with the school office.)</li> </ul> <p>These messages are usually sent out by the Division. Depending on the type of emergency, they will also be posted on the Division’s and school’s websites.</p>
<p>School announcements Reminders</p>	<p>At WBS we send these out via automated calls to home / cell phone. Occasionally we will use email.</p>
<p>Teacher and school communication with students and parents regarding</p> <ul style="list-style-type: none"> <li>- assignments / homework</li> <li>- attendance</li> <li>- curriculum updates</li> <li>- school events</li> <li>- group communication</li> <li>- individual student matters</li> </ul>	<p>Teachers have several communication tools to access:</p> <ul style="list-style-type: none"> <li>- Email - all teachers can be reached at <a href="mailto:firstname.lastname@esd.ca">firstname.lastname@esd.ca</a></li> <li>- School agendas</li> <li>- Phone calls</li> <li>- Month at a Glance news – sent home at the beginning of every month – includes a school calendar / upcoming class learning topics &amp; activities</li> <li>- Notes and letters home</li> <li>- Edsby – in-school tool; daily attendance; school / division groups</li> </ul>
<p>Division and school communication about topics of interest</p> <ul style="list-style-type: none"> <li>- Example: events (past and coming up)</li> <li>- Example: highlighting individuals, groups and their accomplishments</li> </ul>	<p>The Evergreen School Division and WBS websites are the main tools used for this type of communication.</p> <p>At WBS we encourage families to consult the school website at least once weekly (“Website Wednesday”). You will find:</p> <ul style="list-style-type: none"> <li>- featured stories</li> <li>- a calendar of events</li> <li>- WBS Twitter feed</li> <li>- reference materials for families</li> <li>- and more!</li> </ul>