



Communication Plan 2026-2027

Dear Parents/Guardians

Included below are some important items for parents/guardians of students at Forest Ridge Academy. If you have any questions, please feel free to contact the school office.

Birth Certificates and Health Card Information

We are required to see the following original documents for student registration.

- 1) Proof of date of birth – this can be one of the following documents: birth certificate, passport, or immigration document
- 2) Health Card

If you have not previously provided the original documents to the school administration to verify, please drop by the school office asap. We will be contacting parents of students if this documentation is outstanding in our records.

Student Attendance

Students are expected to be on time and attend classes daily. Classes commence at 8:10 am and end at 2:20 pm. Buses arrive between 7:50 – 8:10 and dismiss at 2:20 pm.

Safe Arrival Program

If your child is marked absent in the morning you will receive a call from our Autodialer system to advise your child is not at school. Please call us at 637-4340 to advise of your child's reason for absence so we may record it correctly. Reminder: school begins at 8:10, please be on time!

Parent Contact Information

Please ensure that your most up to date information is on file at FRA, including phone numbers, emergency contacts, email addresses, residential and mailing addresses.

Keeping up-to-date

Visit our FRA website at <https://sites.google.com/gnspes.ca/fra/home> to view student policies, school calendar, etc. Keep up-to-date on school events and news by adding yourself to our Forest Ridge Academy Facebook page. We also use text as a communication method and ask you to make sure to text "YES" to 978338 to receive important messages from Forest Ridge Academy.

Cafeteria

The NSLunch.ca program is available to the students to purchase lunches on a pay-what-you-can-basis. Orders are placed in advance, please log onto the website to register. Please note that microwaves are not available to students so if sending a lunch from home, please pack a lunch that does not require re-heating or use a thermos to keep lunch items warm.

Family-School Communication

Open lines of communication and information sharing between Forest Ridge families and the school is critical to support student success and achievement. In order to establish effective communication, families need to know routes they can communicate with staff and the school.

For informational items, such as calendars, notices, and menus, communication will be sent through text or email as well as being posted on the FRA Facebook page. Families can access our page by searching 'Forest Ridge Academy' on Facebook.

For urgent matters, (eg. school closures, early dismissal, emergencies, etc) we use SchoolMessenger to auto-call, text, and email families the urgent time sensitive information. Please subscribe to receive TCRCE updates by **texting 'Y' to 978338**.

In the event of an early school closure (typically for weather or operational issues), both text messaging and an email will be sent out. For this reason, it is essential that FRA has accurate contact information. Families are asked to update all telephone numbers and all emails and advise the school office if any changes take place as the year progresses.

What do I do if I have a concern and I would like to talk to the school?

The first person, for families, to reach out to should always be the classroom teacher. Maintaining open and ongoing communication is critical to support social, emotional, academic and behavioral development. Discussions with school based staff, who know and understand your child, is always the most effective way to address situations. Conversations between families and school both informs and clarifies situations and allows for responsive follow up actions to occur.

When students require additional support or need to access specialized services, teachers complete a referral to our Teaching Support Team. This team (which includes the classroom teacher) will work together to brainstorm additional interventions or to make further referrals for services and specialists (Learning Support, Psychology, Learning Disability Specialist, Autism Support, Occupational Therapy, Speech Language Pathologist, etc). Some of these supports are within our own Tri-County Regional Centre for Education (TCRCE) and others are outside agencies.

After School Program/Child Care

The after school program is from 2:30–5:30 pm. Please contact Jennifer Sears at HAFHFDCA@EASTLINK.CA if you require after school care. Students attending the program must be pre-registered and there is a charge for program use.

Provincial School Code of Conduct

The Provincial School Code of Conduct Policy supports safe learning spaces. It defines acceptable and unacceptable student behaviours and guides schools in responding to unacceptable behaviours in a consistent and fair way. Student success and well-being is best supported when everyone works together.

Provincial School Code of Conduct: <https://www.ednet.ns.ca/docs/provincialschoolcodeofconduct.pdf>

Provincial School Code of Conduct for Parents:

<https://www.ednet.ns.ca/docs/provincialschoolcodeofconductpolicyparentsen.pdf>

Teacher Communication Plans

By the end of September you will receive a Teacher Communication Plan. This plan will inform families of individual classroom expectations, overview of programming, student assessment information and communication methods to be used throughout the school year.

Reporting Periods

Term	Dates
One	September 3, 2026 - November 20, 2026
Two	November 21, 2026 - March 5, 2027
Three	March 6, 2027 - June 30, 2027

Student Progress Reports

Primary-Six report cards will be sent to parents/guardians through e-mail. Formal progress conferences will take place at the end of Terms One and Two. Conferences with teachers can take place over the phone, in-person or virtually.

Provincial Assessments - Grade 3 and 6

Students in Grades 3 and 6 will participate in provincial assessments in Literacy and Mathematics. Prior to the scheduled assessments—October for Grade 6 and May for Grade 3—information regarding the assessments will be communicated to parents/guardians.

School Contact Information

- Phone: 902-637-4340
- Email: fra@trce.ca
- Website: <https://sites.google.com/gnspes.ca/fra/home>
- Facebook Page: Forest Ridge Academy

We look forward to you being part of our Forest Ridge community and working with us to ensure an outstanding year!