



24-25 Port Maitland Consolidated Elementary School Communication Plan

Home-School Communication

Open lines of communication are important to both home and school. To support effective communication, families/guardians need to know how they can communicate with their child's teachers and the school as well as what families can expect for communication from Port Maitland Consolidated Elementary School.

For more urgent matters or to send messages quickly to families, we use technology that is available to us through PowerSchool to auto-call, text, and email families. Please be sure to opt-in to receive TCRCE updates as this is the program we send alerts through PowerSchool. Please text 'Y' to 978338. This feature will notify you of early morning school closures.

Bus cancellations, late busses and school cancellations are posted on the [tcrce website](#), TCRCE Facebook groups, and CJLS Radio by TCRCE staff (This is not done by the school)

We will send emails only for less-urgent items, such as monthly newsletters, calendars, and menus. Our monthly newsletter will contain important updates, dates, and upcoming events. We will continue to update our school website and Facebook site regularly - We will post info about our events and share pictures - please 'LIKE' us on Facebook.

All students have been provided with a student agenda. Students will be asked to place notices and messages in their agenda. A tentative list of dates were included in the agenda at the time of printing. If there are any changes we will let families know through the newsletter or agenda. Please check them regularly. All teachers have completed a communication plan for their classes which is available through this document or on the school website.

<u>Primary Gray</u>	<u>3 Boudreau</u>	<u>Physical Education & Core French</u>
<u>1/2 Jacquard</u>	<u>4 Landry</u>	<u>Learning Support</u>
<u>2/3 Clements</u>	<u>4/5 Cummings</u>	<u>Music</u>

In the event of an early school closure (typically for weather or operational issues), a school wide alert will be made to families through phone, text and email. Direct communication for students in grades PP-2. We will make contact with all families through the method outlined by your classroom teacher communication plan. Grade 3-5 families are asked to communicate dismissal arrangements with your child's teacher/school only if they differ from normal.

IMPORTANT: For emergency purposes, it is essential that the school has accurate contact information. Families are asked to update telephone numbers as part of the registration process and advise the school office of any changes that take place as the year progresses.

Contacting the school

- Write in the agenda and/or call the school with daily plans if they are different from the regular plan
- ◆ When possible, please confirm dismissal routines by 1:00 PM so we can communicate changes promptly.

School Contact Information

- Phone: 902-649-4400 → Email: pmces@tcrce.ca
- Website: <https://sites.google.com/a/gnspes.ca/port-maitland-consolidated-elementary-school/>
- Facebook Page - Port Maitland Consolidated Elementary School

School Staff Include (for a more detailed list please refer to the school website)

<p>Tanya DeViller- School Principal Sharon Princh - Admin Assistant Rollie Hannem- School Counsellor Patrick Wilson/Jolynn Muise- Cafeteria Emily Roberts- CYCP (Schools Plus) Susan Surette/Donna Outhouse/April White- Noon-Supervisors</p> <p><u>Pre-Primary (ECEs)</u> Cherie Hemeon (lead) Marsha Brannen Michaela Muise</p>	<p><u>Teachers</u> Adrian Boudreau Krysteena Clements Bobby Comeau Renny Cummings Petra Eyre Kendra Gray Trista Jacquard Haley Landry Jen LeBlanc Emily-Ann MacKenzie Heather Smith</p>	<p><u>Teacher Assistants</u> Valerie Comeau Yvonne Doucette Alicia Ford Holly Hanf Jessica Hazelton Amber Muise Lynn Saulnier Dana Smith</p>
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Protocol for Families to share concerns about students

If you have concerns or questions about your child's progress, the first person to contact should always be your child's teacher.

Report Cards - Term Start Date End Date

<u>Term Start Date</u>	<u>Term End Date</u>
Term 1-September 3, 2024	November 22, 2024
Term 2-November 25, 2024	March 7, 2025
Term 3- March 10, 2025	June 30, 2025

Tentative Family-Teacher Meeting dates (Appointments can be booked by calling the office at report card time. Meetings can be in person or by phone.

- December 4 (evening)/December 5 (morning)
- April 2 (evening)/April 3 (morning)

We look forward to working with you! Let's make this a great year!