

# Communication Strategy

The College values timely, coordinated and clear communication to our College Community. The College communicates in a variety of ways including:

- Text message
- Email
- Compass
- Posted Mail
- College Website

It is important that all student and parent/guardian contact information is kept up to date. If you need to change your information, please contact The College office. Parent/Guardian confirmation will be required for a student to change parent/guardian details.

The College requests that all Parents and Guardians provide up to date information of their own:

- Mobile Number
- Email Address
- Postal Address

The College will also contact students through **student mobile numbers** where a number is provided. This is used to contact students via text messages from the Compass system to remind students of upcoming student activities and events. Sometimes teachers also use this number to communicate important information to individual students. We request students keep this number up to date.

Reports, Course Outlines, Attendance information and general information are all posted on The College Compass system. This requires the ability for parents to access the internet. There is also an app. that can be downloaded to smart phones for easy access to this information. Please refer to page 5 of this handbook for more information on Compass.

## **How will I find out about my student's progress?**

Text messages will go home each day when an absence occurs for a student. Student Learning Profile Statements (SLPs) and end of Semester Reports are uploaded to Compass and some SLPs and Semester Reports are posted home. You can call the College to speak with Sub-School Leaders or Teachers but email is preferable. Sub-School Leaders and Teachers will often email parents/guardians to alert them to upcoming class events or required work/assessments.

## **How will I find out about general information such as dates and events?**

The College Website contains a list of upcoming dates and events. The College monthly newsletter is uploaded to the Website. This also contains upcoming dates and events.