

Home-School Communication

The school website is the main source of school information. Occasionally, important reminders and information will also be sent out to parents via email. To ensure you receive these messages, please provide the school office personnel with your current email address. It is advised to check both the Queen Mary and North Vancouver School District websites regularly for updates and current information.

Connecting and Communicating with Teachers

Communication about your child's learning is best done in the form of a face-to face meeting with your child classroom teacher. Teachers make themselves available to connect with parents as much as possible – through meetings and conferences, class websites or blogs, phone conversations, emails, letters home, and IB Unit of Inquiry overviews and reports, and via student agendas.

Due to the nature of the profession, communications and meetings will usually need to take place outside regular classroom teaching hours. Please be understanding of the fact that teachers are often busy before and after school planning class instruction or attending meetings. As a result, if a matter is urgent, please call the school office with the request for the teacher to call you. For topics requiring significant discussion it is best to request a meeting with the teacher to ensure adequate time for the topics you wish to address.

It is understood that occasionally there may be something urgent that must be shared with a teacher at the beginning of the school day. If this is the case, please call the school before 8:30 and request to speak with the teacher before the entrance bell rings. Once students have entered the school the teachers' attention needs to be on the students.

Please note that teachers often do not have the time to check their email immediately before school or during the teaching day, so if communication is urgent, please call the school office instead of, or in addition to, emailing the teacher.

Reminder to all adults entering the school during instructional hours:

Please check in at the office if needing to communicate a message to a teacher or child during the teaching hours or during recess and lunch breaks. Office staff will take care of the communications necessary to decrease disruptions to classes.

Reporting on Student Learning:

Assessments of student learning are integral to teaching and learning. As an IB school, Queen Mary has a comprehensive assessment policy, outlining our assessment practice. Meaningful assessment is part of daily practice and is associated with constructive, specific, feedback for learning embedded in instruction. We encourage parents to become involved in this important aspect of learning by providing your child with

helpful, specific feedback when completing schoolwork at home, as well as communicating with teachers when concerns or questions arise. Teachers provide information about assessment through notices home, on their class websites, or in their blogs. (Links for class websites are found in the “Staff” section of the school website)

Formal evaluations of student learning are communicated through written Report Cards and conferences. *If you have any questions about your child’s learning or progress please feel free to contact your child’s classroom teacher at any time during the school year.* Teachers welcome ongoing dialogue with parents with respect to students’ social emotional wellbeing and learning.

Addressing Program, Procedure, or Personnel Concerns:

Please note that District Policies are in place for addressing concerns relating to programs, procedures or personnel. Please review the following policy for further information:

<http://www.sd44.ca/Board/PoliciesProcedures/Series400/Policy406/Pages/default.aspx>