Social Circle Primary School
Communication Plan
2020-21

The objective of the Social Circle Primary School's Communication Plan is to use a variety of methods of communication and to create open, two-way communication between all stakeholders. The following communication tools are mostly widely used and preferred by the stakeholders within our school community:

1. Printed Materials

- Flyers of current events or important reminders
- Weekly folders displaying (Pre-K – 2nd) student work
- Agendas shared daily with parents (second grade academic and behavior progress)
- Teachers' Newsletters (weekly, bi-weekly, monthly) highlighting grade level standards
- Principal's bi-monthly newsletters highlighting school's goals and ways to engage parents

2. E-mail Communication

- Teachers keep parents abreast of students' academic and behavior progress
- Administrators and school counselor communicate pertinent information to parents

3. Publications Posted On-line (School/Classroom Teacher website, School/Classroom Teacher Facebook, District website, DOJO)

- Electronic flyers of current school events, important reminders,
- and linked to district website
- Principal's bi-monthly newsletter highlighting school's goals and ways to engage parents
- School surveys

4. Parent/Teacher Conferences

- Formal and informal meetings to keep parents well-informed of academic and behavior progress, provide goals/strategies to support student learning

5. School Marquee

- Display upcoming school events, recognitions, and important reminders

6. Phone Calls

- Teachers keep parents abreast of students' academic and behavior progress
- Administrators recognize monthly MVP students and Redskin Award winners
- School counselor provides support with student attendance, behavior, and social concerns
- One Call Now – automated phone system alerting parents of emergencies, school closings, and school events

- Family Engagement Coordinator (FEC) sends out reminders of upcoming SCPS events