## Improving Home-School Communication

To enhance communication between families and schools, Elk Island Public Schools (EIPS) has developed a how-to guide entitled, "Communication Protocol for Schools." Topics include appropriate channels to use, standard formats and structures, timing and sequencing for regular and ongoing home-school communication, and ways to bring forward questions or concerns. The manual also offers useful tools and resources schools and families can use to enhance face-to-face meetings, email communication and various social media efforts.

## Communication Protocol for Schools

Most email communication from the Division will come from communications@eips.ca. From the school level, messages will often come from <u>lisa.waselenkoff@eips.ca</u> or <u>lisa.leitch@eips.ca</u>. We encourage families to add these email addresses to your address book or safe senders list to help prevent Division and school messages from filtering to a junk, spam or other folder in your email inbox.