



## **STMC Education Restart Communication Plan (August 2020)**

A comprehensive Communication Plan is a fundamental requirement for the successful enactment of our STMC Education Restart Plan for September 2020.

### Communication with Staff:

We make every effort to ensure that all outgoing school operations communiques to our students and their families are first shared with our staff. This is consistent with best practice, and given the critical importance of staff support in successfully implementing any/all plan(s), it is vital that we continue this practice as we prepare for an unprecedented school start-up. In addition, where possible, we have, and will continue to make, every effort to ensure that staff are consulted and involved in the development of our plans. The STMC Education Start-Up Plan submitted for Ministry review involved input from the same staff members that were involved in the development of our Emergency of E-Learning Plan that we implemented in late March 2020. These individuals included the:

- Director of Teaching & Learning
- Director of IT Services
- Director of Student Life
- Director of Campus Ministry
- Coordinator of Technology Integration
- Coordinator Grade 8/9 (Education)
- Learning Assistance – Head of Department
- Jr. School Vice Principal
- Sr. School Vice Principal
- Principal

Given that we are still on summer break, our communication to this point with our full staff has been almost exclusively via email. That said, other forms of direct communications have also taken place (in person, over Google Meet, and via telephone). All communications to date have been to outline the processes we have undertaken in determining the best avenues to pursue to move learning forward for our school community, while ensuring the safety of all.

Once our staff are back on site, we will be holding in-person meetings, together, possibly, with various modes of electronic communication, in order to provide updates and seek further input.

Following our full return to school in September, when students are again in the building, we will continue relaying information to staff at our Weekly Monday Morning Huddle, through our weekly *STMC This Week* notice for staff, as well as at scheduled monthly Staff Meetings and Heads of Department Meetings. Email will also continue to be utilized as a form of direct communication.



# ST. THOMAS MORE COLLEGIATE

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## Communication with President, Board Chair, and Board of Directors:

Our school's president has been involved directly in all scheduled Google Meets leading to the development of our STMC Education Restart Plan. The STMC President has, in turn, provided our Board of Directors and our Board Chair with a brief summary of the process that we have undertaken to date to develop the plan.

The Board Chair and the members of the STMC Board of Directors will be briefed on the STMC Education Restart Plan by the principal once the plan and supporting documents are submitted to the Ministry of Education for review.

A formal presentation of the STMC Education Restart Plan will be made by the principal as part of the Principal's Report at the first Board Meeting of the 2020-2021 school year in September.

## Communication with Students, Parents/Guardians:

Communication with students and their families will continue primarily by the following means:

- Direct Email via our Student Information System (SIS) – PowerSchool
  - All students have school issued email addresses
  - Primary & Secondary Parent/Guardian emails are also used
- Our school website: <https://stthomasmorecollegiate.ca/announcement/stmc-covid-19-student-parent-email-communications/>
- STMC's official Social Media Platforms
  - Facebook
  - Instagram
  - Twitter

We provided our students and their families with an initial timeline of communications related to STMC's Education Restart Plan on August 10, 2020. Our second communication is scheduled to go out on Wednesday, August 26, 2020. This particular communique will provide our students and our families the substantive details of the plan (complete with the driving principles, its key features, and our overarching rationale. A third email will go out on Sept. 1, 2020 providing details of the breakdown of our Learning Groups and assignment of Houses. A fourth follow-up communication will go out on Friday, September 4, 2020 and will provide details about our School Start-up Student Orientation sessions scheduled for September 10 and 11, 2020.

Subsequent communications will go out as needed/required. During the Emergency E-Learning period from March-June 2020, we routinely sent out a student/parent communication every Monday morning. We also effectively created a student/parent version of our *STMC This Week Bulletin* that was well received by our community. Should circumstances require another shift to full E-learning, we will resume this practice.

Submitted: August 21, 2020