

Parent Communication Policy

The Royal Ontario Academy is committed to fostering strong partnerships with parents and guardians through consistent, open, and effective communication. This policy outlines the Academy's approach to keeping parents informed and engaged in their child's education, addressing academic progress, attendance, behavior, and other significant matters.

Purpose

The Academy aims to ensure that parents are actively involved in their child's learning journey. Regular and timely communication helps create a collaborative environment where parents, students, and staff work together to support student success and well-being.

Reasons for Contact

Parents will be contacted under the following circumstances:

1. **Academic Performance:** Teachers will notify parents if a student is excelling, struggling, or showing significant improvement, including recommendations for additional support or enrichment.
2. **Attendance Concerns:** In alignment with the Attendance policy, parents will be informed of irregular attendance patterns, such as frequent or unexplained absences, and any potential impact on the student's progress.
3. **Behavioral Issues:** Parents will be promptly notified if a student displays behaviors that disrupt the learning environment, breach the Code of Conduct, or raise safety concerns.
4. **Program or Course Changes:** Any updates related to a student's course enrollment, program modifications, or significant policy changes affecting their education will be communicated to parents.
5. **Emergencies:** In the case of emergencies affecting a student, parents will be contacted immediately using the contact information provided in the student's records.

Communication Methods

The Academy employs various methods to ensure parents receive important information:

- **Email:** For routine updates, notifications, and official correspondence.
- **Phone Calls:** For urgent matters, behavior-related issues, or direct communication between parents and school staff.
- **Learning Management System (LMS):** To provide updates on academic performance, grades, attendance records, and assignments.
- **Parent-Teacher Conferences:** Scheduled meetings to discuss the student's progress, address concerns, or collaborate on support strategies.

Parental Responsibilities

Parents are encouraged to respond to school communications promptly, especially when specific actions are required, or urgent issues arise. The Academy will make multiple attempts to reach parents through different channels if follow-up is necessary.

Confidentiality and Data Protection

The Academy is committed to maintaining the privacy and confidentiality of students and families. All communication will adhere to the school's privacy policy, ensuring that sensitive information is protected and handled appropriately.

Parents may request access to their child's course materials by submitting a formal request to the school administration. Upon approval, they will be granted access to the Learning Management System (LMS) to view course content, assignments, and progress, ensuring they can actively support their child's educational journey.

The school administration will review this policy/procedure annually to ensure its effectiveness and alignment with educational standards and goals, making revisions as needed. For further information regarding this policy, students and parents/guardians are encouraged to contact us at Royal Ontario Academy at info@royalontarioacademy.com.