

# Home School Communication

## Communication from School to Home

It is important that parents remain well informed throughout the year. Somersfield has many ways of communicating student progress, school news, and school events.

- **School Website ([www.somersfield.bm](http://www.somersfield.bm))** - Somersfield's website provides general information on the school, the admissions process, Board and faculty member listings and the school calendar of events. The information provided on the website is for the benefit of both Somersfield Academy parents and those seeking more information about the school.
- **Website Blackboard ([www.mysomersfield.com](http://www.mysomersfield.com))** - A parent and student information centre called 'Blackboard' is located on the school's website. This section of the website is designed to provide up-to-date school information relating to events, uniforms, hot lunch, newsletters, calendars, activities, general policies and handbooks. Extra-curricular activity listings and holiday camp registration forms can also be found on the website Blackboard under the 'Camps' tab. Parents are encouraged to use this site on a regular basis.
- **Facebook (Somersfield Academy, Bermuda)** - For a snapshot of activities that are going on throughout any given day at Somersfield, parents are encouraged to visit the school's Facebook page. Pictures of class, school and extra-curricular activities and events are posted throughout the week.
- **Curriculum Information** - All levels of the school hold curriculum information sessions annually.
- **Classroom Updates** - Teachers in the Children's House and Primary Division send home weekly classroom updates via email. The Upper Primary Division posts weekly 'Learning Goals' on the Blackboard.
- **Home Learning** - Upper Primary home learning is issued by the homeroom teacher and recorded in the student's agenda. Secondary home learning and summative assessments are recorded in a student's agenda and on the Managebac calendar.
- **Student Progress** - Two end-of-semester reports are sent home. The Secondary Division also sends home a mid-semester progress. Parent teacher conferences are offered twice a year.

## Communication from Home to School

Somersfield recognises the need for clear communication channels between parents and the school. Positive communication between teachers and parents provides the best support for students. When contacting a child's teacher please do so respectfully, without pre-judging any situation. Somersfield's teachers appreciate hearing when things are going well and will also work with parents to find solutions to problems. A relationship of trust and openness is by far the most beneficial to students and one that the school seeks to foster.

Please contact the class teacher directly and promptly with any concern. The following are the most effective ways of sharing information with the school or classroom teacher.

Parents who need to make contact regarding:	Method of Contact	Specific Directions
<ul style="list-style-type: none"> <li>• Pick-up times</li> <li>• Change in the person collecting the child</li> <li>• Special appointments</li> <li>• Health matters</li> <li>• Absences/lateness</li> <li>• Home Learning</li> <li>• Student progress</li> <li>• After-school supervision</li> <li>• Lunch programme</li> <li>• Talking or meeting a teacher</li> <li>• Extra-Curricular activities</li> </ul>	<p><b>Write a note</b></p>	<p>Ask your child or a staff member, who is assisting children out of the cars in the morning, to give the note directly to the teacher or the Main Office.</p>
	<p><b>Send an email</b> *See email etiquette on next page.</p>	<p>To email teachers directly, use the teacher's first initial, last name and somersfield.bm i.e. jdoe@somersfield.bm.</p> <p>Please allow 24 hours for teachers to respond since their days are primarily spent teaching students and not checking email.</p>
	<p><b>Call the Main Office</b> Phone: 236-9797</p>	<p>To talk to a teacher at any length, please leave a message for the teacher to phone back. If more time is required, it is advisable to make an appointment to meet the teacher in person.</p>
<ul style="list-style-type: none"> <li>• Volunteering</li> <li>• PTA business</li> <li>• Events</li> <li>• Uniform</li> <li>• Yearbook</li> <li>• Pizza</li> <li>• School Health Visits</li> </ul>	<p><b>Call the Parent Relations Office</b> Phone: 239-3345</p>	



## Email Etiquette

It is important to be respectful about email communication and follow the simple email etiquette guidelines which follow:

- Emails are best used for communicating background information, asking questions with specific factual answers, and scheduling calls/meetings.
- Emails should be informative, succinct, and respectful. Care should be given to the tone of the email.
- Try not to say anything to others by email that you would not say to them in person.
- If a parent concern is not resolved by an initial exchange of emails, it's best to call and speak by phone and/or organise a time to meet with that member of staff.

## Communication between Families

The Student Directory can be found on the school website's Parent Portal. Password protected access to the portal will allow parents to view address and phone numbers of other families. The school recognises that parents often want this information for invitations and to keep in touch. Families are urged to keep their contact information updated on the Parent Portal.

A personal access code for the Parent Portal is sent out in August for new families. If the personal access code has been forgotten or misplaced, please contact the Registrar ([jmeacham@somerfield.bm](mailto:jmeacham@somerfield.bm)).