

Prospect Road Elementary – School Communication Plan

Students are more successful when there is ongoing and effective communication between school and home. Throughout the year, there will be many ways that we will communicate with you about your child's progress (e.g., phone calls, progress conferences, report cards, etc.)

Assessments are an important part of the teaching and learning process. A great deal of student assessment happens in classrooms throughout the year. Assessments are designed to help the teacher monitor progress and make decisions about next steps for instruction. Regular attendance greatly supports student success and achievement. It is key that parents/guardians/caregivers and teachers work together to maintain regular communication regarding students' learning, progress, and well-being. Students will be provided with a variety of opportunities and ways to show that they understand what they are learning. Teachers will provide timely feedback to students during and after learning opportunities.

Student learning will be assessed using:

- Conversations with students
- Observations of learning
- Work that shows their learning

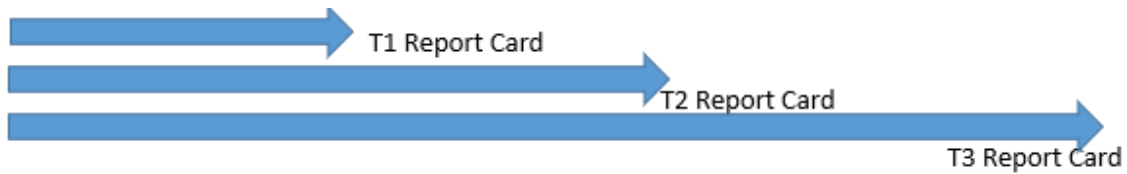
At the end of each term, teachers will review the evidence of learning they have gathered. They will use this information to report to parents/guardians/caregivers about the student's progress in relation to the learning outcomes.

Report Cards and Progress Conferences

In elementary, report cards are sent home three times a year. The *learner profile* will have information about your student's work habits, social skills and attendance. The remaining sections will provide a grade and comment from the teacher on the student's learning in their classroom subjects. The comments will explain the ways the student is succeeding, any areas for improvement and suggestions for continued learning at home and/or at school. Parents/guardians/caregivers will have an opportunity to discuss their child's progress with the classroom teacher(s) during scheduled progress conferences.

For important dates throughout the year, please see the <https://www.hrce.ca/families/calendars/list-significant-dates-2025-26>

Our [Nova Scotia Student Assessment Policy](#) outlines inclusive and equitable assessment, evaluation and reporting practices. It includes reporting on *cumulative* evidence that reflects the ongoing nature of student learning.



Term 1	Term 2	Term 3
Report cards go home between November 24 - December 3, 2025	Report cards go home between March 23 - April 2, 2026	Report cards go home on Tuesday, June 30, 2026
Progress Conferences Thursday, December 4, 2025	Progress Conferences Thursday, April 2, 2026	

When you receive your child's report card, you may see a different grading scale used depending on the subject, the term, or the grade level. The following codes are used to describe student achievement.

Reporting Code	Letter Grades
WD: Well developed understanding and application of concepts and skills DE: Developing as expected with understanding and application of concepts and skills ND: Needs development with understanding and application of concepts and skills	A: Thorough understanding and application of concepts and skills B: Good understanding and application of concepts and skills C: Basic understanding and application of concepts and skills D: Limited understanding and application of concepts and skills. The student has not met expectations.

Homework

Homework can provide an opportunity for students to practice and consolidate skills learned in class and/or to prepare students for future instruction. Homework activities *may* include practicing foundational skills in reading, writing and mathematics, practicing physical skills to promote healthy growth and development, completing educational games to reinforce learned concepts, and watching videos or reading short texts to prepare for classroom discussion.

If your child is having difficulty with assigned homework, please reach out to the teacher so support can be provided. For students in Grades 4-12, [The Homework Hub](#) offers free online math tutoring that can be accessed through your child's GNSPES account.

Parent/Guardian/Caregiver Questions or Concerns

If you have a question or concern regarding your child's learning, please start by reaching out to your child's teacher. They are often in the best position to discuss the matter. If the concern remains unresolved, please contact the principal. If your concern still remains unresolved, you can reach out to HRCE's Parent Navigators, who can provide information about a wide range of supports and resources, or connect you with the school's supervisor. Our goal is always to work together to resolve the issue with the best interests of the child in mind. For more information on how to raise a concern, [click here](#).

Teacher Communication

Parents/guardians/caregivers can expect to receive information directly from teachers about what their student will be learning this year, as well as their progress toward meeting the expected learning goals. Some teachers have a classroom website or a Google Classroom where information and updates are shared regularly. Teachers may also communicate with parents/guardians/caregivers directly through phone calls or emails.

Phone Calls and Messages

Our school office is open each day between 8:25 AM and 3:05 PM. If you call during this time you will likely reach one of our Administrative Assistants, Ms. Louise Marriott or Ms. Margaret Berringer. If you call outside of these hours, or if the office is busy, we may not be able to take your call. Please leave a message and we will return your call as soon as we can. **School Phone Number: 902-852-2441**

SchoolMessenger

We often use the SchoolMessenger system to notify parents/guardians/caregivers of important information and school events. This system is also used to provide notification of unexpected school closures, and would be used in the event of an emergency. **Please ensure we have your correct contact information by contacting the office if your information changes/has changed.**

Parent Portal

The Parent Portal is an online portal that provides information about student attendance and learning.

To get your login code for the Parent Portal, contact the school Administrative Assistants.

School Website

Our school website <https://pre.hrce.ca/> is updated regularly. On this site you can find the most up to date school information.

Student Planning Team

Sometimes it is necessary to have a meeting to develop a collaborative learning plan for a student. These meetings will include parents/guardians/caregivers and members of the student's school team.

School Advisory Council

Our school has an active School Advisory Council (SAC) that meets regularly. The SAC provides recommendations on a variety of issues within the school to support student learning. For more information, please contact Mrs. Michaud-Wheatley (kmichaud@hrce.ca).

PRES Vision Statement:

Our school is a place where each of us is seen for who we are, with learning that connects to our interests, our cultures, and our dreams.

We believe in kindness, respect, and working together to lift each other up. We strive to grow in knowledge, creativity, curiosity, and confidence.

By including our families and learning from one another, we believe we can all grow into strong, thoughtful learners and leaders.