



Guidelines for Parent Communication

The purpose of these guidelines is to ensure that all communication regarding Metropolitan Montessori School is accurate, consistent, coordinated, and reflective of the school's mission and diversity statements.

The Parents Association plays an invaluable role in building a welcoming, cohesive and supportive school community through events and interpersonal relationships. The PA brings general matters to the head of school; it counsels parents to bring individual concerns to the classroom teacher, division coordinator, associate head or head of school. The PA helps to foster a school climate that is respectful to all children and adults, and protects the reputation and confidentiality of individuals.

The head of school and five staff members oversee school communication.

- The admissions director handles written communication related to prospective families and the school benefit.
- The information coordinator organizes school records, including family contact details, student health and safety records, calendar notices, after-school activities, and facility use.
- The receptionist is the MMS "help desk." She handles telephone inquiries, signups for school events, permissions for dismissals, and supports school communication efforts as needed.
- The communications director oversees the MMS website, the school's newsletter, the Primary division newsletter, the yearbook, and other publications and marketing efforts.
- The associate head supervises exmissions communication for the Upper Elementary and the admissions director coordinates exmissions communication for Primary and Lower Elementary.

From time to time, the PA may issue its own written communication; these notices should be approved by the head of school prior to distribution. All communication for the general parent body will be disseminated by the information coordinator or through the communications director via the school's newsletters and website.

The attached policy provides further details regarding publicity for PA events. Committee chairs may issue emails to their own committees about meetings and event planning without prior approval but should not issue school-wide emails. Room Parents may issue emails to parents in their own class about year-end gifts to teachers, classroom pets, and other activities requested by the classroom teacher, but should not issue emails about school policies, health notices, school events, or other matters handled by the school's communications staff.

MMS welcomes feedback about its communication from the Parents Association and the parent community; suggestions may be made to the appropriate staff member, or the Head of School and Associate Head of School.

Revised: August 2011