



Vincent Massey Parent Communication Cheat Sheet

Preface

Student learning and well-being are enhanced through collaborative engagement between students, staff, parents/guardians and the community. Fostering relationships with parents/guardians through engagement and communication opportunities is essential to student success.

Often speaking directly to those most closely involved in a situation is most effective and timely. Contact with parents, students, and community members is not only welcome but encouraged.

What do I do if ...

...I have concerns, questions or issues about my child's marks, assessment, assignments or course work?

- Please contact the student's teacher. Teachers work directly with students and are best able to discuss details of class learning activities, forms of assessment, practices and policies.
- Teacher contact information can be found on the school's [Contact Us](#) webpage
- Drop-in visits and unscheduled appointments are not possible due to the nature of teacher work, school safety and security, as well as administration's practices regarding the importance of structured meeting times.

...I have a question about my child's lates or absences?

- Parents are asked to call in absence/late/early dismissal notifications to our attendance line by calling the school at 403-777-7870 and pressing 1.
- Parents can also email the notifications to our school's general inbox vincentmassey@cbe.ab.ca
- Please view your child's attendance in [MyCBE parent account](#)
- Use this link to help set up a [MyCBE parent account](#)
- Please contact your child's Assistant Principal if there are significant issues that may impact your student's attendance

...I am dissatisfied with my interactions(s) with a staff member?

- Please contact the department Learning Leader
- Contact information can be found on the [Teacher Contacts](#) webpage
- Should the concern involve a learning leader, please contact the Assistant Principal or Principal

Position		Name & Email
Principal		Mr. David Pugh dmpugh@cbe.ab.ca
Assistant Principal	Grade 9 and specialized classes	Ms. Meghann Springett mkspringett@cbe.ab.ca
Assistant Principal	Grade 7 & 8	Ms. Jen Laurendeau jltudin@cbe.ab.ca

...If I have questions about fees, including how to pay or paying in installments, who do I talk to?

Our Bookkeeper is best able to help you. Please call (403) 777-7870, ext. 2277 for your direct source of information regarding fees and money matters.

...If my child is experiencing significant personal, social, emotional or family issues, who should I speak to? Should I even contact the school?

Our focus is on supporting academic success and well-being for all of our students. Partnering together to support your child will increase success.

Please contact the guidance counsellor and/or assistant principal.

Counsellor Ms. Angela Weimer anweimer@cbe.ab.ca

*Issues related to bullying, drugs/alcohol, or other matters impacting safety and security should include the Assistant Principal and/or Principal

Vincent Massey Support for Parents

Speaking directly to those most closely involved is more effective, efficient and timely. Contact with parents, students, community members is welcome.

Please refer to the chart below for the appropriate support for parents.

Concern	1 st Contact	2 nd Contact	3 rd Contact	4 th Contact
Attendance Lates Early Dismissal	PowerSchool Parent Portal	Main Office	Teacher	Administration
Classroom Focus: Assignments Marks Assessment	Teacher	Learning Leader	Guidance Counsellor or Assistant Principal	Principal
Course or Subject Focus	Teacher	Learning Leader	Assistant Principal	Principal
Financial Focus: Fees Receipts Refunds	Bookkeeper	Principal		
Family/Pers onal Matters Impacting Learning	Guidance Counsellors	Assistant Principal	Principal	
Bullying, Drugs, Alcohol or Other Matters Impacting Safety and Security	Assistant Principal	Principal		

Main Office: 403-777-7870, ext. 0

Attendance Line: 403-777-7870, ext. 1

Website: <https://school.cbe.ab.ca/school/vincentmassey/Pages/default.aspx>

My CBE: <https://sis.cbe.ab.ca/public/home.html>