

## Green Community at Millwood



In the upcoming school year, Millwood School will continue to head towards “Paperless”.

- We will continue with the online system for our report cards, you will not receive a hard copy, but will be able to view the report online in a secure setting. You will have the availability to print a copy should you want one.
- Grades for Middle and Upper school will be available to parents and students at our “Net Classroom”
- A weekly “Millwood Message” with links to our online calendar
- The ability to export the school calendar to “Outlook” or alternatives
- The e-mail system will be used for invitations and letters as well as our weekly newsletter and e-mails with specific messages.

Please ensure your e-mail will allow e-mails from [millwoodschool@pushpage.org](mailto:millwoodschool@pushpage.org) and [millwoodschool@pushpage.com](mailto:millwoodschool@pushpage.com),

**Our “Back to School Packet”** is also going paperless. All our forms will be sent to you in an e-mail and we will ask you to print and return those which are relevant to your family. E.g. rather than sending everyone a hard copy of the Extended Day registration form, if your family will use this facility, you can print it off and return, otherwise, one sheet of paper saved!

The “Back to School” page has all the information on what you need to know and/ or do for the start of the school year as well as copies of all the forms you need to complete. Visit this page on [www.millwoodschool.org/backtoschool](http://www.millwoodschool.org/backtoschool)

The “Record of Health” form includes more details and includes the emergency information that we need to have on file. This is a “fillable form” and will expand to take all the detail’s you need for your family. This information will be updated on our database system and by using the fillable form, we ensure there are no mistakes in information that is crucial. If you are unable to access the fillable form, there is a version available that you can print and complete.

**Our website** will have all the information available on your “My Millwood” page and the class pages. These pages are on the private side of the website and are secure. If it is something you will need to have as a document, it will be available to download. If it is a short statement, it will show as an announcement. Please take the time to get familiar with the log on procedure and the relevant pages. Each grade will have their own page – i.e. JK through 5<sup>th</sup> Grade will have a page and then each subject in the Middle & Upper School will have their own page. In addition, there is a Middle School and Upper School page. These are maintained by the class teachers and will provide information relevant to that class, as well as news and photos. Please be sure to visit your child’s class page as well as “My Millwood”.

Please take a few minutes to check **“My Profile”** information on the website (after you have signed on). This ensures we have the most up to date information to communicate with you. If you have more than one e-mail, please add a CC address. Parent user name is of the format - FirstnameLastname and the password is set as your home zipcode unless you have changed it. You have been sent a hard copy of your student’s profile in the mail to show you what your current details are.

We are very happy to arrange for hard copies of material to be sent to any families who do not have computer access to visit the website or receive e-mails. If we do not hear from you, we will assume that you are joining the “Green Community at Millwood.” We will still continue with our Millwood traditions and mail select publications.

We have a **Millwood Facebook** business page and is available for anyone to “Like” us as it is a business site, not an individual one (with friends). This will be used as a tool to contact Alumni and to allow parents to share positive experiences. Please be aware if your student takes the status of “like”, we cannot be responsible for who may approach them to become a friend – they need to be aware of the risks involved in being part of a social networking group. All the people who like Millwood School will be listed and available for visitors to view. Depending on the individual’s security settings, information can be visible to anyone who clicks on their name.

## Emails

Parents can e-mail teachers, administrators, or the office for:

- Sharing information - e.g. A family member has been sick and Sophie is worried about her
- Informing of changes - e.g. Peter has a doctor appointment tomorrow morning and will be 30 minutes late
- Requesting – e.g. Can you please remind Peter to return his library book tomorrow?
- Follow up – I offered to come and talk to the class. Do you still need me? Do you need help with project A?
- Simple communication e.g. Peter has lost his sweatshirt today, if you find it; please give it to him.
- Arranging a suitable time to call – I would like to talk to you, but don't want Sally to know. Could you call me during the school day? What time would work for you?

Emails should not be used for:

- Ongoing conversations regarding grades, class assignments, homework, athletics etc

E-mails will be sent to notify you when Reports are available for viewing on the secure website. It is therefore very important that we have the correct e-mail address on file. Please do not expect faculty to enter lengthy dialogues by e-mail. These matters should be dealt with by phone or in person. Faculty and staff check their email messages daily. Please expect a response to your email within two school days. Should it be an urgent matter for you to discuss with faculty or staff, please call the school office. Please do not expect that a faculty member will retrieve an e-mail as soon as you send it. Normally, teachers are able to read email before and/or after school. You can find e-mail addresses in the online directory.

If you need to give information relevant to that day (e.g. I need Sally to go home with Mrs. Smith), please call the office before noon if possible. Should you want a call from the teacher, please write your request in your child's assignment pad.

We will be using e-mails more often as a communication tool, so please ensure we have your preferred e-mail address(es) in "My Profile" on [www.millwoodschool.org](http://www.millwoodschool.org) (on left side of page in gold box)

Any questions, please contact [webmaster@millwoodschool.org](mailto:webmaster@millwoodschool.org)

*Thank you for supporting us move toward a "Green Community at Millwood"*