



ST. EDMUND'S ACADEMY
WILLIAM L. KINDLER, PH.D · HEAD OF SCHOOL

KEEPING IN TOUCH

August 5, 2009

Dear Parents,

In my June 18, 2009, letter to you, I stated, "One of the highest level priority undertakings this summer is to implement an effective communication program for the 2009-2010 school year with improved, well-coordinated, and timely parent communication." I noted that an Administration Task Force comprised of parents and administrators would undertake this priority. Members of the Task Force include: parents – Sarah Drake, Amy Farnsworth, Jennifer Muse, Pippa Robinson; administrators – Beth Harbist, Lucy King, Susan Miller, and Bill Kindler. I am now pleased to share with you two significant changes resulting from the extensive efforts of this group.

St. Edmund's Academy Handbook

The Handbook will have a new look both in design and content.

- Size – 8.5/11 (standard paper size), spiral bound
- Organized with emphasis on importance and frequency of parent use
 - A table of content indexed by category
 - Categories highlighted with tabs in the following order: Calendars, Directories, Information, Extended Day, PTA, Financial, Giving
- A Handbook for each St. Edmund's Academy family will be available in the homeroom of the youngest family member enrolled at SEA during the PreKindergarten-grade 5 "Meet and Greet" held on August 27. Families who are not able to attend on August 27th, and those with children in the 7th and 8th, grades only may pick-up their Handbook in the SEA front office after August 27th. Arrangements will be made to distribute the Handbooks remaining at SEA after school begins on September 1.

Official St. Edmund's Academy E-mails

All official school e-mails will be channeled through the office of the Administrative Assistant for the Head of School and the Associate Head of School (Sara Forder). The "From" line will now be designated by one of twelve category headings. The "Subject" line will be clear and concise so that a parent can determine immediately the relevancy, importance, and timeliness of opening the email. The categories: Head of School, Associate Head of School, Early Childhood Division (PreKindergarten and Kindergarten), Lower School Division, Upper School Division, Athletics, Extended Day News, Weekly Reminders, PTA, Business and Finance, Development Office, Admissions Office.

Example of what you will receive by e-mail:

To: SEA Community

From: SEA – Head of School

Subject: Keeping In Touch Letter - Communications

Your Inbox should display: SEA – Head of School

Wed 1:00 p.m.

Keeping In Touch Letter – Communication

These are the first two of several items on the agenda of the Task Force, which remains active throughout the 2009-2010 school year. I am most appreciative of the number of parents letting me know of their readiness to be program reviewers as we continue with this project. We will be touch with you soon. Also, we plan to send a survey to all parents at the end of the first semester requesting your feedback on our efforts toward achieving effective communication – “What are we doing well?” “What can be improved upon?” “What recommendations do you have for improvement?” Again, I extend my sincere thanks to members of the Task Force for all that has been accomplished before the start of the new school year.

Sincerely,

William Kindler