

Royal Ontario Academy is committed to fostering strong partnerships with parents and guardians through consistent, open, and effective communication. This policy outlines the Academy's approach to keeping parents informed and engaged in their child's education.

Reasons for Contact

Academic Performance: Teachers will notify parents if a student is excelling, struggling, or showing significant improvement, including recommendations for additional support or enrichment.

Attendance Concerns: In alignment with the Attendance Policy, parents are informed of irregular attendance patterns, such as frequent or unexplained absences, and any potential impact on the student's progress.

Behavioural Issues: Parents are promptly notified if a student displays behaviours that disrupt the learning environment, breach the Code of Conduct, or raise safety concerns.

Program or Course Changes: Updates related to a student's course enrolment, program modifications, or significant policy changes affecting their education are communicated to parents.

Emergencies: In the case of emergencies affecting a student, parents are contacted immediately using the contact information on file.

Communication Methods

- Email, for routine updates, notifications, and official correspondence.
- Phone calls, for urgent matters, behaviour-related issues, or direct communication between parents and school staff.
- The Learning Management System (LMS), for updates on academic performance, grades, attendance records, and assignments.
- Parent-teacher conferences, scheduled to discuss progress, address concerns, or collaborate on support strategies.

Parental Responsibilities

Parents are encouraged to respond to school communications promptly, especially when specific actions are required or urgent issues arise. The Academy will make multiple attempts to reach parents through different channels if follow-up is necessary.

Confidentiality and Data Protection

All communication adheres to ROA's Confidentiality Policy, ensuring that sensitive information is protected and handled appropriately. Parents may request access to their child's course materials by submitting a formal request to the school administration; upon approval, they are granted access to the LMS to view course content, assignments, and progress.

This policy is reviewed periodically to ensure clarity, fairness, and alignment with Ontario Ministry of Education requirements and ROA operational needs, and is updated as needed. Final decisions on interpretation and application rest with the Principal. Questions may be directed to Royal Ontario Academy at info@royalontarioacademy.com. Last updated July 2026.