



LGE Home & School Association Communication Plan

The Wissahickon School District has been increasing its efforts to be more environmentally responsible and has asked all WSD schools to do their part to help. The Lower Gwynedd Elementary Home & School Association has dramatically reduced the amount of paper that we use by communicating with our families via email and our website.

The HSA Communication Plan for 2018-19 will be as follows:

- 1.) **Weekly e-Mailer** – The Weekly Sunday E-Mailer is the HSA’s **primary** communication tool for distributing HSA event information, school information, and community information.
- 2.) **Event Specific Emails** – We will send additional emails throughout the school year, as needed, regarding our events. These emails can include a call for volunteers, any key change to event details, and/or to simply serve as a reminder for an event.
- 3.) **Family Packet** – During the second week of school, all LGE families will receive a packet of information including a Welcome Letter, Save the Date Calendar, Membership Forms, Direct Donation Letter, and Volunteer Interest Form.

Join our Email Distribution List

The link to join our distribution list can be found on the LGE HSA webpage. Please be sure that the HSA always has your **most current** email address(es) so you will not miss important messages.

Please be sure we have all email addresses that are pertinent to your family to ensure that you will receive messages at any time, on any day. ***Please note that these emails are sent by a parent volunteer member of the HSA, not the school office. For questions about these communications, please contact the HSA directly.***

Visit our Website

Please familiarize yourself with the LGE website. It is constantly changing with updated information, and always includes frequently needed information like the School calendar, Parent Handbook, Lunch Menu, Encore schedule, Absence forms, and more.

In addition, the HSA has its own page on the LGE website which includes contact information for the HSA Executive Board, Calendar of Events, Volunteer Guidelines, and ways to support HSA.

Facebook

The LGE HSA is on Facebook! Look for our page and “Like” it for another way to stay up-to-date on the latest events and activities.

For questions regarding this Communication plan, please contact a member of the HSA Board.