

St. Thomas Aquinas Catholic School
School E-Communication Procedures

(to assist with the creation and timely publication of notices for school events)

To: Committee Members

All school communications are done by e-mail and postings to the school website.

Communication Methods & Use:

- a. School Weekly E-Newsletter – published Friday with new information about school related matters and events.
- b. School E-News Blasts for critical information releases (emergency closing, health issues).
- c. HSA E-News Blasts – 1 reminder per HSA event.
- d. Room Parent E-mails – for individual grade/class related information. Every room parent e-mail list should include the address of the HSA co-presidents.
- e. Paper copies, only if a sign-up response form is required. Limited to one per event.
HSA representative makes the copies, counts and sorts by family or by homeroom.
Counts for Copying: 260 families, 440 students, 45 faculty

Required Information - **Every** notice must include:

1. St. Thomas Aquinas Catholic School when referring to the school (no abbreviations)
2. Sponsor of event. (e.g. If an HSA event – add Home School Association to the name)
3. Name of event.
4. Date & Time of event.
5. Where event will be held.
6. Price. (include a make check payable to St. Thomas School or HSA as needed)
7. Contact person for questions: name, phone, email.
8. Sign up form with: name, number attending, amount enclosed and other pertinent info.
9. Deadline date for returns.
10. Return instructions: to School Office marked “event name” (forms may not be returned to parents via a classroom).

Processing Returns

The school office will keep an envelope with all returns and paperwork.

Chairpersons are responsible to arrange pick up of forms and paperwork by an adult.

How to Submit HSA Information for Approval:

- a. Send via e-mail to the HSA co-presidents two weeks prior to publication:
 1. an electronic copy of flyers designed based on the above specifications produced in Word or Publisher (NOT a pdf, MAC based files will cannot be accepted)
 2. a brief summary of the approved event and all the details – this text will be copied and included in the HSA section of the weekly e-newsletter
- b. Information will be reviewed and forwarded to the school office for approval.

** Keep in mind that if your flyer or notice requires modifications – you may need more time or miss these deadlines so please submit as early as possible.*