

WHAT IS THE WEDNESDAY ENVELOPE AND HOW DOES IT WORK?

Communication is huge at IHM. Even over the summer months! I just checked the "Summer News" website which replaces the "Newsletter" site during July and August and there were over 6247 hits between June 17 and August 16. Now THAT's communication! Thank you for caring enough to check in with us! If you haven't seen the site please do so before it disappears on August 24 or you will miss quite a bit of important information that will not be repeated in this packet.

Each week you will receive the "Wednesday Envelope." Your youngest (or only) student is responsible for bringing it home on Wednesday and returning the Envelope to school on Thursday morning. Please **DO NOT** remove the adhesive strip covering on the flap of the envelope. Today's packet is unusually large since it is the first one of the year. Sometimes a page will be 'upside-down' if there are several tear-offs, as we conserve paper whenever possible.

Students should not write on the Wednesday Envelope.

The Envelope and Newsletter are being sent home the evening of our Parent Night. Please return this envelope to the homeroom teacher the first day of school. If you did not attend Parent Night the Envelope will be sent home August 24 – please return it August 25. The Envelope will be sent home to you again on Wednesday, August 31.

PROCEDURES FOR USING THE WEDNESDAY ENVELOPE COMMUNICATION SYSTEM

If you plan to use the Wednesday Envelope system, save this section for future reference. The Wednesday Envelope is for communication between school staff and parents.

The absolute deadline for the School Newsletter and Wednesday Envelope is noon Monday (if Monday is a holiday the deadline moves back to noon of the previous school day). All submitted items must be received via e-mail to DebbiH@ihomschool.org by this deadline or they will be held for the following week's Envelope. No exceptions. Debbi Hill writes the Newsletter and will approve/edit submissions.

Parent volunteers fill 430+ Envelopes beginning at 9:30 a.m. each Wednesday. They are only responsible for school staff and PTO communications.

THE ONLY FLYERS THAT WILL BE SENT HOME ARE THOSE FROM SCHOOL STAFF, FORMATION OFFICE, AND PTO.

Flyers will only be sent home **ONE TIME** – additional copies can be obtained on the web.

All other approved group flyers will be *mentioned* in the Newsletter so parents may choose to stop by to pick up a flyer or, in the case of a parish group, a link will be created on the Newsletter website to the flyer on the parish website.

We appreciate the fact that our school families read the Parish Bulletin as well as the School Newsletter and we attempt to not repeat information in both.

The Wednesday Newsletter is usually published on our website by Tuesday evening. The Newsletter will be sent home in a shortened form each week – an expanded Newsletter with additional details will be on the website where you will also find links to various websites and forms (in case you need an extra copy) as well as photos of what has been happening at school. Check out the site!

Ms. Debbi Hill, Office and Admissions Administrator