

# Home and School Webpages

## Suggested Webpage Content:

Association name

Meeting dates, times and locations

Past activities

Goals & plans for the current year

School committees H&S serves on

Contact information

Links to OFHSA, CHSF, the district school board, the Ministry of Education and the local library.

## ABOUT EMAIL

WHEN SENDING TO A LARGE GROUP USE THE BCC FEATURE TO PROTECT PEOPLE'S EMAIL ADDRESSES. WHEN FORWARDING MESSAGES DELETE THE ADDRESSES OF PREVIOUS RECIPIENTS OR CUT AND PASTE THE TEXT TO A NEW MESSAGE.

As more people turn to the internet as a source of information many schools and district school boards are using the Internet as the primary way of providing information to parents and the community. In some cases H&S associations are being offered a page on the site of the school or the board. Other H&S groups are setting up their own pages. The Internet can be a wonderful communication tool: easily accessible, low cost and current. However, there must be some precautions taken when setting up a webpage. Some are legal, some governed by the policies of OFHSA, and some deal more with courtesy.

## Purpose of a Webpage

1. To provide information to Home and School members.
2. To provide information to other educational stakeholders and partners
3. To promote Home and School to potential members.

## What information can be included?

Any information printed on OFHSA brochures meant to be distributed to the general public can be used. The can include the aims and objectives of OFHSA, reasons for belonging, the comparison of H&S and School Councils, types of memberships, etc.

## What information to exclude:

Policy documents or any other material which clearly states that it is for the sole use of Home and School members. Remember that anybody can access your webpage – not just H&S members.

In keeping with the practices of OFHSA no member's name or contact information should appear on the page without their written permission and the page should not include photos from which children can be identified. (when including photos consider long-range shots, or using very low resolution).

## The Crest and Logo:

The H&S Crest (the flame, banner and year, 1916) can be used on any Home and School material. The proportions of the crest should not be changed and no wording can be added or removed.

The logo, the circle with people and the lettering "OFHSA" on the inside, is to be used in conjunction with the crest. It is not to used on its own, or to be larger than the crest.

