

SAINT MARY'S SCHOOL

COMMUNICATIONS 101

Dear Saint Mary's Families,

Welcome to Saint Mary's School! On behalf of Saint Mary's Marketing and Communications team, I am delighted to share the following overview of communications you will receive from Saint Mary's School during the academic year, as well as information about the resources available to help you stay informed regarding life at Saint Mary's. Our Marketing and Communications team members are:



Lauren E. Gerber
Director of Marketing and Communications



Mary Virginia Swain '77C
Director of Public Relations and Publications



Lynn Doby
Creative Arts Specialist

Below are several ways that Saint Mary's School connects with students, parents, and families.

Weather Alerts and Emergency Communications

In the case of weather alerts or emergency communications, Saint Mary's School will notify parents using the following methods:

- Email
- Text message
- Website alerts

Please remember to keep your contact information updated in Veracross to ensure you receive these important communications from the school.

Saint Mary's E-notifications and news

Saint Mary's School sends email communications to parents throughout the year. Head of School updates, messages from our Associate Head of School for Advancement and our Assistant Head of School for Student Experience, monthly communications from the Parents Association, and more, will be sent to families through both MS Outlook and our Veracross email system. To ensure you receive all communications from the school, please whitelist the following:

- @veracross domain
- @sms.edu domain

For how to whitelist email domains, visit <http://onlinegroups.net/blog/2014/02/25/how-to-whitelist-an-email-address/>

As the school year begins, we recommend you check your junk mail/spam folders to see if any of the school's communications are being filtered there. The first edition of our weekly e-newsletter, *The Buzz*, will be emailed on Friday, August 27, and will be a good way to confirm if you are receiving our emails.

Saint Mary's Website (www.sms.edu) and the Parent Portal

The Saint Mary's School website is responsive, which means it will adjust to any device you are using. At the top of our homepage you will find links to portals for faculty/staff, students, and parents. To access the parent portal, simply click on "Parents" and you will be taken to a login page. Once logged in, you will find many resources including:

- Parent calendar
- Student schedules
- 2021-2022 COVID-19 Updates and Resource page
- Parent General Information page
- Student, parent, and faculty/staff directories
- Links to Canvas, Naviance, Magnus Health and MyKidsSpending
- A link to report attendance
- A link to view and pay invoices from Saint Mary's
- The most recent edition of *The Buzz* and the school's social media feeds

We encourage you to explore the parent portal to see what resources are available to you there. Questions or suggestions? Email communications@sms.edu.

Saint Mary's Publications

- *The Buzz*: this weekly e-newsletter to parents, faculty, and staff is emailed every Friday afternoon and contains messages from the head of school, information about upcoming events, deadlines, and general school news.
- Academics publishes the *Teaching and Learning @ Saint Mary's* e-newsletter and Student Life publishes the *Connections* e-newsletter. Both are published periodically through the school year.
- *Alumnae Magazine*: our bi-annual magazine features highlights about our school, our program, our students, and our alumnae and is mailed in January and July each year.

Saint Mary's on Social Media

Our social media pages are a great way to keep your finger on the pulse of what's happening on campus. Here's where you can find us:

- Facebook: [Saint Mary's School](#)
- Instagram: [saintmarysschool](#)
- Twitter: [SaintMarysNC](#)
- YouTube: [SMSRaleigh](#)
- LinkedIn: [saint-marys-school-raleigh](#)

Saint Mary's Alumnae Office also hosts [alumnae Facebook](#), and [alumnae Instagram](#) page, and an alumnae group on [LinkedIn](#). While Saint Mary's Athletics Office hosts an [athletics Facebook](#), [athletics Instagram](#), and [athletics Twitter](#) account (which are NEW for 2021-22).

Saint Mary's Help Desk

If you have difficulty logging into the website or accessing links to Veracross, Canvas, or Magnus Health, please contact our Help Desk at helpdesk@sms.edu or 919-424-4004. Help Desk hours are Monday through Friday from 8 a.m. to 5 p.m.

Guest WiFi on Campus

If you are on campus and need access to WiFi, please use our guest WiFi:

- SMS Guest
- Password: #GoSaints!

Meet the Marketing and Communications Office

Please do not hesitate to contact us with any questions you may have.

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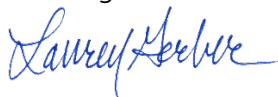
919-424-4071

If you're not sure who you should contact, just email communications@sms.edu and the appropriate person will be in touch with you.

We look forward to communicating with you and getting to know your daughters.

Have a wonderful academic year!

Warm regards,



Lauren Gerber

Director of Marketing and Communications