



June 14, 2023

Parents and Guardians,

Every spring, the Calgary Board of Education produces the Three-Year System Student Accommodation Plan (SSAP) report. This report helps identify schools that are facing student accommodation challenges, such as overcrowding, a decline in enrollment, or a shift in the demographic makeup of the student body. These challenges may affect one or more schools and require careful consideration. Richmond School has been identified in the CBE's 2023-26 SSAP.

In developing the SSAP each year, CBE examines current trends of enrolment growth and decline in programs (including regular and alternative programs), the demographic composition of new and established communities, community growth/decline, birth data, student enrolment projections and other contextual factors. This allows us to analyse the educational opportunities for students in relation to where they live.

Why is our school part of the 2023-2026 SSAP?

The student population at Richmond School is meeting and/or surpassing the school's capacity. We have identified that changes may be needed at your school within the next 18 months. We are closely monitoring the school's enrolment and exploring solutions to address the high enrolment.

How will students, parents and staff be involved?

In certain situations, it is important to seek input from school communities before coming to a decision. However, there may be situations where only one solution is possible, and community input is not feasible. The CBE's community engagement framework, [Dialogue](#), provides guidelines to determine the appropriate level of involvement.

How will you communicate with us when you know more?

We understand how important it is for you to stay informed about any changes that may affect your child's education. When more information is available, we will email you directly. Any updates will also be posted to your school website through news stories and on the How-to-Register page on Richmond School's website. This fall, your school principal will also share information at a school council meeting and communicate through other methods as needed.

How can I learn more about the SSAP and how the CBE manages space for students?

Visit our [Managing Space for Students page](#) on the CBE website. If that information doesn't answer your questions, please email accommodation@cbe.ab.ca.

What if I have other questions specific to my school?

Please get in touch with your school principal for questions about your child or about Richmond School.

Catherine Ford
Director, Planning

