



June 11, 2025

Parents and Guardians,

The Calgary Board of Education produces the Three-Year System Student Accommodation Plan (SSAP) report every spring. This report helps identify schools facing student accommodation challenges, such as high enrolment pressure, a decline in enrolment, or a change in the demographics of students at the school. The solution to these challenges may affect one or more schools and needs careful consideration.

Richmond School has been identified in the CBE's 2025-28 SSAP.

In developing the SSAP each year, the CBE reviews current enrolment trends, demographic changes, community growth or decline, birth data, and other relevant factors to understand educational opportunities for students based on where they live.

Why is our school part of the 2025-28 SSAP?

The student population at your school is reaching and/or surpassing the school's capacity. On last year's 2024-27 SSAP, your school was categorized as a long-term project, indicating that the CBE has been closely monitoring the enrolment situation to determine if any solutions need to be implemented to address the growing number of students.

This year, we have seen increased enrolment at your school and have moved it to the short-term projects list on the 2025-28 SSAP. The short-term list includes schools where changes may be needed within the next 18 months. We are exploring solutions to address the high enrolment at your school.

What are some of the possible changes we could see?

Should your school's enrolment remain stable or decrease, no action may be required. Should enrolment continue to increase, potential actions may include:

- A change to the school's attendance area.
- Re-designation of a community that is being bused to the school.
- Identifying an overflow school for students who cannot be accommodated at the school.
- A grade configuration change.

How will students, parents and staff be involved?

Sometimes, it's important to get input from school communities before making a decision. However, there may be situations when there's only one possible solution and getting input from the community isn't possible. 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 your school 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?

Please visit our website to learn more about the SSAP process and to read the [2025-28 SSAP](#). CBE's approach to [managing space for students](#) is also outlined online.

What if I have other questions specific to my school?

For any questions related to your school, please contact your school's principal.



Catherine Ford
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