

HEFFLEY CREEK ELEMENTARY SCHOOL

7020 Old Hwy 5 Kamloops, BC • Mailing Address: c/o HGEC, 245 Kitchener Cres, Kamloops BC V2B 1B9
Phone: (250) 578-7227 • Fax: (250) 377-2223

August 28, 2019

Dear Parents and Guardians,

We look forward to welcoming your child back Heffley Creek Elementary soon.

To ensure we are all ready for the year ahead we will be having orientation with students on Sept. 11, as part of Heffley Creek Schools' Re-Start Plan. Students will return to school for a full day, on Sept. 11. We will be contacting you on Sept. 8 and 9 to discuss the orientation, and the learning group your child(ren) will be part of.

The first step in keeping our students and staff safe begins at home. Families will be asked to sign a [Health Assessment Agreement](#). This is a commitment to assess your child(ren) for symptoms of common cold, influenza, COVID-19, or other infectious respiratory disease before sending them to school each day. Please complete [this form](#) and return it to school before orientation, or have your child bring the completed form on their orientation day.

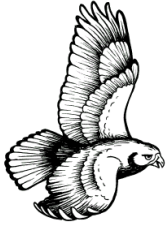
These daily health assessments, along with enhanced surface cleaning, hand washing, and physical distancing measures are our best defense against COVID-19. As another layer of protection masks will be required for staff, middle and secondary students in high traffic areas such as buses and in common areas such as hallways or anytime outside of their learning group, whenever physical distancing cannot be maintained. Exceptions will be made for students who cannot wear masks for medical reasons. Two masks will be provided for each student.

We also want to better support families who need additional time to return to in-class instruction. After August 31, please call us so we can discuss your needs, and begin working with you on solutions. For more information please check [our website](#), which includes the SD #73 restart plan and full Health and Safety Guidelines which can be found [here](#).

Despite the challenges that COVID-19 brings, I am excited to be back and am looking forward to a fun, valuable year and hope your children are as well. The following newsletter provides information on the coming year, but if you have any questions, please don't hesitate to call the office at 250-578-7227.

Sincerely,

Mike Johnson, Principal



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Staff

Please welcome Mrs. Leslie Hayes who will be joining our team as our new secretary.

Mr. Mike Johnson	Principal
Ms. Leanna Hickey	Kindergarten-Grade 3 (Monday and Tuesday)
Mrs. Noreen Pankewich	Kindergarten-Grade 3 (Wednesday to Friday)
Ms. Tammy Pitkeathly	Certified Education Assistant
Mrs. Angela Pinette	Secretary
Mr. Bryn Fell	Custodian
Sherisse Mousseau	Aboriginal Education Worker

First Week Schedule

On September 8th and 9th teachers will be in session planning for the start of the school year. Each family will be contacted to discuss the orientation. Students will then return for one full day on September 10, before begin classes fulltime on Monday, September 14.

Bell Schedule

The bell schedule is the same as last year.

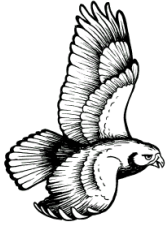
School Opens	8:20
Classes begin:	8:30
Start of Recess Break	10:15
End of Recess:	10:30
Start of Lunch	12:00
Kids come in to eat	12:30
Warning Bell	12:55
Classes Resume	1:00
End of Day	2:30

School Learning Goals

Over the last two years our key learning goals have been:

- To increase reading comprehension with a focus on those students demonstrating below grade level reading comprehension.
- We want our students at Heffley Creek Elementary to learn and use self regulation strategies, continue to develop empathy for others, set goals and be able to be self aware about their behaviours, actions and feelings.

We will be continuing to focus on these goals over the coming year.



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School Fees

A notice to collect school fees and school supply money will be sent out the first week of school. School supply money covers all of the materials that are used in the school by the students. Beyond pencils and paper, this includes specialized art supplies and many other supplies that are necessary in the classroom. We encourage all families to use the supplies provided by the school. If money is a concern at this time, please contact me to arrange a solution.

Verification Reports and other Permission Forms

The school district requires parents to update Student Verification Records on a yearly basis. Along with this document, a *Permission for Personal Information Consent*, an *Outside Media in School* form and permission slips for local activities done throughout the community and the Young People's Concert series. These forms will be sent home during the first week of school. **Please return these forms to the school no later than September 12th.** These forms are required as soon as possible so the students may participate in learning activities as well as the school-based Terry Fox Run.

Parent Involvement and Parent Advisory Council

There are several ways in which you can be an active parent at Heffley Creek Elementary. Our Parent Advisory Council meets on a regular basis and the meeting dates are published in the school newsletters. We encourage all parents to take an active role to help make our small school such a vibrant and great place to be.

We are still in need of parent support for **lunchtime and morning bus supervision**. Lunchtime supervisors are paid a stipend of \$12/day and are integral to the safety and supervision of the school. If you are able to take on this role please contact Mr. Johnson through email (mjohnson@sd73.bc.ca) or at the office (250-578-7227). Parent supervisors will be trained in health and safety protocols before commencing supervision duties.

Photo Day

Photo Day will take place on October 8th in the afternoon. Please remind your students to bring their smiles with them!

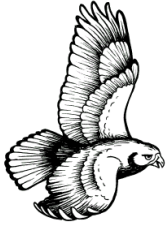
Indoor Shoes

Students are required to have 'indoor' shoes at school. In addition, athletic shoes are required for PE during the fall and spring (Please, no flip flop or open toe shoes). We will be regularly walking around and accessing the resources in the community. It will be very important for the students to have proper attire for these outings.

Medical Policy

Please contact the school if your child has any health issues or potentially life-threatening conditions that we need to be made aware of. No medications (prescription or non-prescription) are to be administered by school district employees without prior written consent of the parent/guardian and doctors must sign a **Request for Administration of Medication at School** form which includes written medical advice from a physician. This form must be renewed/resigned each school year.

Please be aware, that due to allergies in our school we are a peanut, nut and egg free school.



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Student Safe Arrival

What is SafeArrival? SafeArrival is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

1. SchoolMessenger app (free)
 - a. If you haven't already provided your email address to the school, please do so.
 - b. Get the app from the Apple App Store or the Google Play Store (or from the links at go.schoolmessenger.ca).
 - c. Tap "Sign Up" to create your account.
 - d. Select "Attendance" from the menu, and then select "Report an Absence".
2. Web and Mobile Web: go.schoolmessenger.ca
 - a. If you haven't already provided your email address to the school, please do so.
 - b. Go to the website.
 - c. Click "Sign Up" to create your account.
 - d. Select "Attendance" from the menu, then select "Report an Absence".
3. Interactive Toll-free Phone ([1-844-350-2647](tel:1-844-350-2647))
 - a. Call the toll-free, interactive telephone system.
 - b. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day, 7 days a week
- For any school day in the school term, including multiple day absences
- Up to the cut-off time (8:30 am) on the day of the absence

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using the communication preferences if you have set them up in the SchoolMessenger app). This may include push notifications to the app, email, SMS text message, phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If you try to explain an absence using SafeArrival but are then told that it is past the cut-off time, please contact Leslie Hayes, the Secretary, directly at 250-578-7227. Please direct any concerns, inconsistencies, or troubles with SafeArrival to Leslie as soon as possible so that they may be rectified.

Important dates to note

September 8: Staff returns to school
September 11: Students return for first full day
September 28: Professional Development Day
September 30: Orange Shirt Day

Commented [m1]: Not sure if this needs to be updated...I will leave this section to you!



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October 8: Photo Day
October 12: Thanksgiving
October 15: Parent/Teacher Interviews
October 23: Professional Development Day