



Pinewood Elementary School

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Phone: 604-590-3357 / Fax: 604-597-4881

Office Hours: 8:30 am -3:30 pm

School website: pw.deltasd.bc.ca

Principal: Mr. J. Hope

Twitter @PinewoodDelta

September 8, 2020



PRINCIPAL'S MESSAGE

Dear Parents and Guardians:

Welcome back to school for the 2020-2021 school year! We understand that many families have had to make difficult decisions about sending their child(ren) back to school in the midst of the COVID-19 pandemic. Please be reassured that the school district is working with provincial health authorities to make schools as safe as possible. I think it is important to kids' social, emotional, and academic development to be back in a school environment where they can make connections with friends and teachers and learn in a social context.



The school has adjusted many of the routines we typically follow to align with the district safety plan; it will not be business as usual in the school. We are building on the health protocols that were in place in June. Some of the differences kids will see when coming back to school are:

- Hand washing/sanitizing on the way in/out of the building and when eating
- Increased custodial time and cleaning of high touch surfaces
- Directional arrows in the halls
- Optional mask wearing for kids, adults wear masks when distancing not possible
- Daily health checks performed by parents for kids
- Staff perform a daily health check- must stay home if ill
- No field trips or assemblies or sports teams
- No hot lunches or goodies or dropped off lunches
- Multiple recess and lunch times
- Zones to stay in on the playground
- Only staff and students permitted in the building- no volunteers or class helpers
- Learning in cohorts which don't overlap with others
- Lots of outdoor learning time
- Student safety orientation days in the first week of school

This is not an exhaustive list but it does show that school is going to be different. Kids may not view the changes as positive, as a lot of the activities that typically happen in school cannot. Please know these measures are to help ensure they have the safest environment possible to learn in. The changes are for now, not forever.

I know there may still be lots of questions from kids and parents. There has been a large volume of information passed to families which can be overwhelming. Please see the district and school websites for information and read emails carefully. If further clarification is needed, please call the school; we are here to help.

Mr. Jim Hope
Principal

SCHOOL INFO & REMINDERS

School Hours

Our bell schedule is:

- First Bell: 8:52 a.m. (please be on site by 8:45 a.m.)
- School In Session: 8:57 am - 3:00 pm
- Recesses: 10:10 am - 10:25 am and 10:30 am - 10:45 am
- Lunches: Group 1 Play 11:50 am-12:20 pm, Eat 12:20-12:40
Group 2 Eat 12:20-12:40, Play 12:40 am-1:10 pm
- Office hours: 8:30 a.m. - 3:30 p.m.



Please make every effort to have kids at school on time so they can enter directly through their classroom doors and follow hand cleaning protocols. If students are late, they will wait outside the front door to be let into the building and will sign in at the office. In the event that a child is chronically late, the school will

call the family and discuss support plans. Arriving late can cause not only disruption to the class but it also creates a lot of anxiety for a student entering the class as they have missed the instructions for the day.

Student Orientation Days

The start of school has been delayed two days in order for staff to be trained on health and safety protocols. Students will attend 2 orientation sessions on Sept 10 and Sept 11 with smaller groups of students based on their last name. Students will attend BOTH DAYS at the same time. On Thursday, students will meet on the GRASS FIELD and line up 2 metres apart by grade. They will be escorted into the school where they will be assigned to their new class and begin a safety orientation. They will be dismissed from the grass field. We ask that everyone clear the property quickly to make sure the teachers are ready for the next groups.

Time	Last Name
9:15-10:30	A-H
10:45-12:00	I-R
1:15-2:30	S-Z

For Friday, kids will enter and exit the school from their CLASSROOM DOORS shown to them on the day prior. They may also bring their school supplies (lists on website under the Student Life tab).

If students have their own hand sanitizer and masks, they may certainly bring them. Although masks are not mandatory for Elementary age students, they may wear one and that choice will be respected.

Assignment of Teachers/classes

In previous years, students returned to last year's class in order for final organizations and changes to take place. This year, that cannot happen as students need to be placed in their permanent learning cohorts right away. Your child will learn who their teacher is on Thursday, September 10 in their first orientation session. Another change students may notice is that some teachers will decide to go by their first names with students. Although this is not a traditional practice that most of us knew growing up in school, it is the 21st Century and many practices are changing. It is a way to provide choice and equity for staff much in the same way we recognize and value student choice and individuality. Students will be informed by their teachers about how to address them.

Students who have opted for HomeQuest or homeschooling will not be placed in a classroom with a teacher as those programs are year-long commitments. We will hold a spot in the school for any current Pinewood students who make that choice so they can join us in class for the 2021-2022 school year.

Staff and Student Safety

Safety is always at the forefront of our decision making. For this year, all school doors will remain in the locked position. Only staff and students will be permitted in the building during the school day. If a parent requires a meeting with a teacher or the principal, we ask that those take place over the telephone or by appointment so arrangements can be made to accommodate safety measures.

Occasionally staff will be absent due to illness or other reasons. To limit the number of people entering schools, Pinewood will have a Teacher on Call (TTOC) assigned to our building who will work here and in a limited cohort of schools if needed. Any staff, such as Education Assistants or Learning Support teachers, who need to enter a learning cohort they are not assigned to will be required to wear a mask if physical distancing is not possible.

Families are required to complete a DAILY health check on students before sending them to school. If any symptoms are present, a child must stay at home. The Daily Health Check is available in Parent Connect (see next section). If a child becomes ill at school, they will be given a mask and be isolated in the medical room until picked up. They will not return to school until healthy or medical advice is sought as per resources indicated on the daily health check. Please make arrangements to have someone available to pick up students at anytime throughout the day should it be necessary.

Staff will continue the practice started last year of wearing district identification badges so that they are recognized as safe adults for kids in the school and on the playground. Also, staff on supervision outside before school, at recess, lunch and after school will wear high visibility vests to make them easy for students to locate should they need assistance.

A Change of Clothes

One of the safety recommendations is to have students learn in an outdoor setting as much as possible. Fortunately, at Pinewood, students are accustomed to being outside in all kinds of weather. We ask that all students, no matter their age, have a labelled change of clothes for the days they get wet or have an accidental slip in the mud. Keeping a pair of boots at the school if possible would also be beneficial. Being prepared in advance will reduce the number of phone calls coming home, particularly as the season turns to fall and the rain increases. Pinewood students are outside every day, even in the rain. Please make sure

they have proper footwear, outerwear, and umbrellas to stay warm and dry and to reduce the likelihood that they will need to use their spare clothing.

Parent Connect

Parent Connect is the school district's online student information management system for parents. It can be accessed using a link on the top right corner of the school website. The login is done with the email address currently on file with the school. If you have forgotten your Password press "Forgot My Password" and the system will send you an email with this information.



We ask that all families log into each child's account to check off the permissions for Daily Health Check, walking field trips, demographic information updates, outside media and other important functions. These are found under the "FORMS" tab in parent connect. There you will be able to view the document and set the response. When done, don't forget to press the "SAVE" button on the screen. Please do so as soon as possible so that students don't miss out on valuable opportunities.

If you find there is outdated information such as an email address, phone number, address or contact information, please give Mrs. Sim an email or call her in the office to update the records. Parents can only make changes to the Emergency Contact names in this system. Loggin in to Parent Connect will also give access to a child's attendance record, demographic information, emergency contact information, grades, and report card history.

Administration of Medication



Schools are required to maintain a safe procedure for dispensing medications. We would like to have had information regarding medication administration within the first two weeks of school. If your child is required to take medication at school, please request a Medical Alert Card and Request for Administration of Medication at School form from the office (if you have not already done so). These forms must be completed each year and are required to be signed by your physician.

Allergy Aware Building



Several of our students have life-threatening allergies to food such as seafood and nuts including peanuts, cashews, almonds, walnuts, pistachios, Brazil nuts, pecans, macadamias, and sesame seeds. With that, our school is a Nut and Seafood Aware building. Exposure to even tiny amounts of these food particles – residue on a desk, a book, a door handle, computer keyboard, or a drinking fountain- may be enough to trigger a reaction. Please help us create a safer environment for them by keeping foods containing these allergens at home.

Grade 6/ 7 Band



At Pinewood Elementary our grade sixes and sevens will be taking band and our other grades will be taking general music instruction with our music teacher, Mrs. Kato. Performances for live audiences will not be possible due to safety protocols but the kids will still develop their skills. More information will be sent home at a later date.

Student Planners

Student Planners will be issued to students from grades 1-7. The book is an excellent tool to help students take responsibility for their learning and to develop good time management skills. The books are used for recording homework and communicating between home and school. A notice will be sent home outlining how to cover the cost of the planner.



Lunch Time Reminders



Students are asked to stay at school for lunch. This year we will have two lunch times. Half the students will play first and then eat, while the other half will eat at the same time, but play after. Students must remember to bring their lunch every day as there is no access to the building to drop food off.

Absentees



There is an option for parents to wait a couple weeks before deciding if their child will come back to school or choose another option. We highly recommend if you have not decided yet to send your child for the orientation. If they are remaining at home, please call it in as an absence. To report that or any other absence, please phone the school (604-590-3357). Please leave a message on the machine outside of school hours, or if after 9:00 am with Mrs. Sim. Each morning after attendance is done, the school will phone to check on students who are unaccounted for. When reporting an absence please give your child's name, teacher's name, the expected length of absence and a brief reason for absence. Your cooperation is much appreciated.