

Dear École Herbert Spencer Families,

Welcome to the 2023-2024 school year! We hope that you are well, staying safe, and have enjoyed a wonderful summer.

We are looking forward to welcoming students back to École Herbert Spencer Elementary School on September 5<sup>th</sup>. We have been working hard to ensure that everything is ready for the upcoming school year. We would like to provide you with further information about what you can expect when your child comes to school.

Our bell schedule has generally remained the same. Please see below.

<b>WELCOME BELL</b>	<b>8:50 – DESIGNATED ENTRIES</b>
<b>INSTRUCTION</b>	<b>8:50 – 10:10 (Group A) 8:50 – 10:30 (Group B)</b>
<b>RECESS</b>	<b>10:10 – 10:25 (Group A) 10:30 – 10:45 (Group B)</b>
<b>INSTRUCTION</b>	<b>10:25 – 12:05 (Group A) 10:45 – 12:05 (Group B)</b>
<b>LUNCH</b>	<b>12:05 – 12:51 (Group B will eat/play, Group A will play/eat)</b>
<b>INSTRUCTION</b>	<b>12:51 – 3:00</b>
<b>DISMISSAL</b>	<b>3:00 – DESIGNATED EXITS</b>

As we move forward, communication will remain important. We will continue to reach out using School Messenger and MyEd. Please be sure to check your junk folder at the beginning of the year to ensure that you are receiving all communications. In addition, information will also be posted on our school webpage at <https://herbertspencerschool.ca/> and our Instagram account @herbertspencerelementary. A special welcome to our families whose children are beginning Kindergarten this year and any new families joining our community! If you need assistance regarding how to access information from the school, please contact us at [spencer@sd40.bc.ca](mailto:spencer@sd40.bc.ca).

In regards to school supplies, you can find the lists at this [link](#). Parents have a choice to either purchase their own school supplies or to purchase through the school. **To be more eco-friendly, our school has decided to move to a bulk order system. This change will help reduce packaging, reduce waste (with unused school supplies) and will bring more supplies for the same amount of money. Each student will be charged \$50.00 through School Cash Online and the money will be used by teachers to order specific school supplies for their classroom.** If you are a new student/parent and have not signed up for School Cash yet, please see the attachment with instructions on how to register. New West Schools is committed to ensuring that no school-age student will be denied educational opportunities due to financial hardship. Parents/Guardians unable to

pay some or all of a school fee are invited to speak to their child's teacher, school counsellor and/or school principal.

Back to school permission forms and Emergency release forms will be available on School Cash as of September 1<sup>st</sup> to be completed. Thank you in advance for completing these forms when they become available. If you need further assistance, please do not hesitate to email the school at [spencer@sd40.bc.ca](mailto:spencer@sd40.bc.ca) or call 604-517-6030.

### [School Cash Online Information and Sign Up 2023-2024](#)

## Information for the First Week of School

Monday, September 4<sup>th</sup>: Labour Day (no school for students)

### Kindergarten Students

- Kindergarten students will remain at home on Tuesday, September 5<sup>th</sup>
- Kindergarten students will be following a gradual entry schedule for the first two weeks. This information has been sent to all Kindergarten families in a separate email.
- Kindergarten parents will receive an email regarding information and sign up times for "Welcoming Conversation/Interviews" by Tuesday, September 5<sup>th</sup>.

### Grade 1 – 5 Students

- Tuesday, September 5<sup>th</sup>: Students in attendance from 8:50- 9:50/9:55 am
- Wednesday, September 6<sup>th</sup> onwards: Students in attendance from 8:50- 3:00pm. Please send your child to school with a snack, a lunch, and a drink/ water bottle.
- A follow up email will be sent on Friday, September 1<sup>st</sup> with information on where your child will line up and be picked up at the end of the day. We are asking parents to refrain from joining their child in line so that we are able to collect and release students in a safe manner. Students who have been lining up on the blacktop area will only be lining up in designated areas until Thursday, September 7<sup>th</sup>. Starting Friday, September 8<sup>th</sup>, all students (except 2 classes who line up at the front of the school or those classes that are starting outside) will be coming directly into the school when the 8:50 am bell rings without lining up anymore. Students that arrive after 8:50 am will have to come around to the front doors to check in at the office before entering the classroom. All students will continue to be dismissed at their designated areas.

We are working hard to plan for a positive learning experience for your child and look forward to the year ahead. As always, please do not hesitate to contact us should you wish to connect.

Looking forward to an engaging and exciting year of learning,

Karen Catherwood

Principal

604-517.6032

[kcatherwood@sd40.bc.ca](mailto:kcatherwood@sd40.bc.ca)

Simran Hare

Vice Principal

604.517.6030 (ask to speak to the VP)

[share@sd40.bc.ca](mailto:share@sd40.bc.ca)

