



50 Broad Street

Bedford, NS B4A 0T4

902-405-0337, wbs@hrce.ca

Principal: Susan Casey Vice Principals: Jacinta Heckman, Joanne Treen

Friday, August 29, 2025

Dear West Bedford School PP-6 Families,

On behalf of our entire staff, we would like to welcome all our students back from summer break and into the 2025-2026 school year at West Bedford School. We are excited to see all our students on **Thursday, September 4th.**

We wanted to take this opportunity to provide key information to help lessen any stress you may be experiencing at the start of new year. I recognize that this correspondence is long, but we hope that by sharing all of this information, families will know what to expect.

- For students in **Primary to Grade 6**, our first bell is at 8:05am. This is when students can be on campus and enter the building. The first class starts at 8:25 am so please ensure that your child has arrived prior to the 8:25 am bell (if they are not riding a school bus).
- When P-6 students arrive at school (8:05-8:25 am) they will enter through their assigned door colour (see door information below) and they will head to their classroom. We ask that Parents/Guardians remain outside the school building to support the arrival of over 1100 students.
- **Pre-Primary Students** being driven to school are to arrive after 8:15 am.
Supervision is not available until this time. If your PP student is riding a bus, they will be met and supervised by a Pre-Primary staff member when their bus arrives.
- Prior to the first day of school, we ask that parents of bussed students look through My Bus Planner to ensure your student knows their bus number for the return trip home at the end of the day. How to locate this bussing information can be found below.

Information to support a smooth opening:

1. School Supply Lists

- a. A link to the school supply lists can be found on the front page of our website [West Bedford School](#).
- b. Students do NOT have to bring all their school supplies on the first day. Students are encouraged to bring items they can write and color with, a couple of scribblers (younger grades) or binder with loose leaf (older grades).
- c. School supplies are available in the main office for students, if needed.

2. Parking Procedures at West Bedford School PP-6

Our number 1 priority is student safety. All families are expected to follow our drop off, pick up, and parking procedures on our property. Failure to follow them, may result in a police ticket and/or ban from the school property. With over 1100 students, we are moving a small village in and out every day. All families must do their part in keeping ALL students safe. We have had too many situations where students and staff have been impacted by drivers not following our procedures.

- i. **Visitor/Family drop off and pick up:** Parking for all families and visitors is in the **lower parking lot by the field**. In the mornings, there is a “Kiss and Go” Loop in the lower parking lot next to the sidewalk. This is a quick drop off place only! There are also parking spaces for family/visitor vehicles to park to walk children to their assigned entry/exit doors. Please note that **All vehicles** must use this parking lot to drop off/pick up their children. *Please be respectful, patient, and follow the directions from staff. Everyone’s safety is a shared responsibility!*

- ii. **Pre-Primary Parking passes:** Green parking passes will be handed out to our Pre-Primary families for the 2025-2026 by September 8th.

You **MUST** have this parking pass visible to enter the driveway by the roundabout as of September 5th onwards. Cars will be directed to the Pre-Primary drop off area by a staff member. *If you cannot show your 2025-2026 pass you will not be allowed to enter the driveway. NO OTHER VEHICLES SHOULD BE ENTERING THIS DRIVEWAY*

- iii. **LC Parking Passes:** Some of our families who are supported through the learning center will have the opportunity to receive a parking pass. Please reach out to your child's learning center teacher for this pass. *If you cannot show your 2025-2026 pass you will not be allowed to enter the driveway.*
- iv. For those with **accessible parking passes**, if you have a meeting at the school or are required to exit your vehicle, there are accessible parking spots by the main blue doors. This parking pass must be clearly visible. If you are picking up your child and not exiting your vehicle, please park and wait for your child in the lower parking lot.
- v. There is **NO PARKING around the back of the school or in the side parking lot between the high school and the field.** ***This area is for staff parking and Special Needs bus drop off and pick up.*** Please respect this procedure so that we can keep our students safe when accessing their buses.
- vi. **EXCEL Families:** Those families who have a child in Excel will receive specific drop off and pick up instructions from the EXCEL lead. We ask that you respect these guidelines as it impacts the safety of students.

3. Bussing:

- Morning arrival- when buses arrive, staff will supervise the offloading of students and support them in heading to their entry door.
- At the end of the day, students in P-6 who ride a bus will be brought to the cafeteria where they will find an orange pylon with their bus number on it. Pre-Primary students will be brought to their buses and buckled in by their Pre-Primary teachers.
- Students will sit at a cafeteria table designated by their bus number - When their bus number is called, an adult will lead the bus line out to the bus and supervise the students getting on.
- Bus Stop: It is helpful if you could show your child where they are getting off the bus at the end of the day.
- Students in PP-2 must have an authorized adult waiting at the bus stop to receive them. If a child does not have anyone at the bus stop to pick them up, the bus drivers MUST bring them back to the school.

For questions around transportation, please reach out to the Transportation Team at Transportation@hrce.ca; If for some reason, your child does not get off at their bus stop, please call the school at 902-405-0337 and the Transportation Team at 902-431- 4723 to let us know. Your child's safety is important to us.

Using BusPlanner

Everything you need to know about student transportation including eligibility, stop times and stop locations can be found on BusPlanner. Once you register and subscribe, you can choose to receive email and/or text message notifications on changes to routes, bus delays or cancellations.

To sign up, go to BusPlanner at hrce.mybusplanner.ca and click on Parent Portal. Follow the instructions to create an account.

Don't have a BusPlanner Parent Portal account? Need help logging in? Please contact the HRCE Student Transportation Team at transportation@hrce.ca or call 902-431-4723.

4. Arriving at school for the first few days:

- a. When your child arrives at school there will be several staff and Grade 6 student ambassadors on hand to direct students to their proper entrance door and guide them to their classroom.
- b. Each grade level will be assigned to a specific school entrance for when they arrive or leave the building. We ask that students use their assigned entrance as it helps to improve traffic flow within and around the building. This will also provide the most direct route for your child to get to their classroom and to leave at the end of the school day (the door your child goes in, is the door they will exit at the end of the day).

****We ask that families, who accompany their child to school, say goodbye outside of the building. We want to ensure that every child can be assisted by our WBS staff and Grade 6 student ambassadors. ****

5. Entry and Dismissal Door Colours:

Each Grade level has been assigned a door and a color. Please tie something that is your child's assigned colour to your child's backpack so that we will know what door they should enter and exit. These are the doors that your child will use each time they

enter and exit the school for the entire school year.

Grade Pre-Primary Students- Your colour is **PURPLE**; Your door is on the side of the school, facing Larry Uteck in a fenced area. Our Pre Primary teachers will be there waiting to welcome our Pre-Primary students. There will be a purple sign and purple balloon.

Grade Primary (English and French Program) Students- Your colour is **BLUE**; your door is the side door, facing Broad Street and it will have a Blue Sign and blue balloon.

Grade 1 to Grade 6 French Immersion Program Students- Your colour is **GREEN**; your door is at the side front of the building, is facing Larry Uteck. It will have a Green Sign and green balloon.

Grades 1-3 English Program Students- Your colour is **YELLOW**; your door is facing Larry Uteck and is at the end of the building by Blue Water Road. It will have a Yellow Sign and yellow balloon.

Grades 4-6 (English Program) Students- your colour is **RED**; your door is the main doors of the school. It will have a Red Sign and red balloon.

MODULARS: We have two detached buildings: Modular 1 and Modular 2. The teachers listed below are working in these spaces. If your child's teacher is listed below, your child will go to the modular building when they arrive at school.

Modular 1 (closest to back of school)	Modular 2 (building at the front)
Julie Deacon Laura Gibson Karen Mahaney Shannon Christie Allison Tulfaro Sara MacIntyre	Carly Ivey Samantha Morse Jeff Hennigar Kim Jardine

Please note: There will be many staff members outside to help, so please ask if you are not sure which door your child should go in.

Luggage Tag or Information Card AND Grade Level Door Colour For us to best support your child, please attach a luggage tag or information card and your child's grade level door colour, that can be easily seen, to your child's backpack with the following information:

Child's Name:

Child's Grade:

Dismissal Plans: (Please indicate **one** of the following on the tag):

- **My child is being picked up** (Grades PP-2 students must have an authorized adult pick them up at their dismissal door, students in Grades 3-8 can meet their person at a designated meeting spot set by your family)
- **My child is walking home** (We can only let students in Grades 3-8 go on their own)
- **My child rides the bus**- Please indicate the Bus Number

6. PowerSchool Opens for Families on September 3

PowerSchool will open to families on **Wednesday, September 3 at 3 p.m.** In PowerSchool, you'll be able to view your child's teacher(s) .

****Please** keep in mind that changes to schedules and classes can occur throughout September and are not set until September 30th. We will do our best to minimize disruptions, but we are experiencing and responding to continuous student enrolment.

7. Demographic Form Updates

On September 9, the Demographic Updates Form will be available to families in the PowerSchool Parent Portal. This form should be updated by every family to ensure all information about your child is current, including contacts, medical information, consents and demographics. Even if there are no anticipated changes, please still review this information and submit the form. This information will then be reviewed by the school before updates are finalized. The deadline to submit the form is October 6, 2025.

8. SchoolCash Setup

SchoolCash Online is an easy-to-use and safe way to pay for your children's school fees. You can pay for your child's yearbook, class trips and so much more, quickly and conveniently. Simply register an account to be able to pay in several different payment forms. [Click here](#) for more information.

9. Upcoming Dates

- Stand Up Against Bullying Day - September 11

Stand Up Against Bulling Day is September 11

On the second Thursday of September, we recognize Stand Up Against Bullying Day. On Thursday, September 11, we will celebrate inclusivity, kindness and friendship. All HRCE school teams are focused on ensuring all students have a safe and welcoming environment in which to learn and thrive.

Please join us and wear pink if you're able on September 11 to take a stand against bullying.

- Curriculum Night Open House - September 11 6:00-7:00 pm
- Home & School 6-7 pm/SAC 7-8:30 pm - September 16 in the seminar room
- Newcomer meeting hosted by YMCA 6:00-7:30 pm in the cafeteria
- Band Camp - September 24 3-8 pm for Grade 6 Band students
- September 26- Students and staff are welcome to wear an Orange Shirt
- September 29- Professional Learning Day - No classes PP-12
- September 30- National Day for Truth and Reconciliation (no school)

Join us in observing National Day for Truth and Reconciliation

Each year on September 30, National Day for Truth and Reconciliation honours the children who didn't return from residential schools, as well as survivors, their families, and communities.

Orange Shirt Day, led by Indigenous communities, aims to raise awareness about the inter-generational impacts of residential schools and allows us all to show our support for the Every Child Matters movement.

As there are no classes on Monday, September 29 and Tuesday, September 30, we welcome staff and students to wear orange on **Friday, September 26.**

- Picture Day - October 22 & 23, 2025