



50 Broad Street
Bedford, NS B4A 0T4

902-405-0337, wbs@hrce.ca

Principal: Susan Casey Vice Principals: Alison Birdsall, Courtney Smith

Monday, September 14, 2026

Dear West Bedford School PP-6 Families,

We have had a wonderful 2026-2027 start up. The WBS team of students, staff, and families have come together from day 1 to create a strong sense of community of support. While September is a month for getting our class configurations settled, routines established, and expectations shared, there is already a wonderful sense of school spirit! It is a privilege to be the Principal of WBS!

I recognize the September Monday Memos have a lot of information. Each year we are required to communicate information about our safety procedures and drills (fire alarms, hold & secure, lockdown); video surveillance, and cell phone/smart watch expectations. These are provincial expectations. I appreciate everyone taking the time to read these memos, even though they are long. I aim to shorten them considerably in October.

Kindly,

Susan Casey, Principal

Safety Procedures and Drills

To ensure that students and staff know what to do in case of an emergency, West Bedford School practices safety procedures throughout the year. We practice these drills regularly to help ensure our school remains a safe place for teaching and learning.

Fire Drills

HRCE schools are required to hold a minimum of six fire drills per school year. Our first drill was held on Friday, September 11, 2026. We will have two more fire drills this fall and three in the spring.

Relocation Safety Procedure

If it is determined that it is unsafe to re-enter the building, or that re-entry will be postponed for longer than students and staff can reasonably wait outside, relocation to a pre-determined site will be considered.

Hold and Secure Drills

A Hold and Secure drill is held once per school year. A Hold and Secure is called when there is a safety concern outside the school, such as police activity nearby or an animal of

concern. It can also be called when a situation inside the school needs to be managed, such as a medical emergency or a matter that requires privacy, and it is best to limit students' movement throughout the building. During a Hold and Secure, exterior doors remain locked, and no one is allowed to enter or exit the school. Students remain in the building, and regular classroom activities continue. In some cases, movement from class to class may be suspended until the matter is resolved.

Our Hold and Secure drill will take place during the week of September 21–24, 2026.

Lockdown Drill

Lockdown drills are practiced twice per school year. A Lockdown is called when there is an immediate threat inside the school or very close to the school. During a Lockdown, no one enters or exits the building, and all students and staff are concealed in a secure location, away from doors and windows. This is called being positioned for safety. Staff will take time after the drill to remind students that it was only practice and that there was no danger. When possible, our police partners join us for Lockdown drills.

Our Lockdown drills will take place on Wednesday, September 16, 2026, and again in January/February 2027.

Video Surveillance

Our school uses a video surveillance system as part of our continued efforts to support a safe, positive, and effective learning environment. We recognize that the images recorded by this video surveillance system are personal information and, as with all other personal information, we take steps to balance privacy rights with safety and security concerns. The school has the legal authority to collect this personal information under Section 24 of Nova Scotia's Freedom of Information and Protection of Privacy Act. Only designated staff have access to our video surveillance equipment, and such access is restricted as required by law. The system is used to enhance school safety and to deter or take action in response to unlawful behaviours.

If you have any questions about video surveillance at our school, please contact Susan Casey, Principal, at scasey@hrce.ca.

Cell Phone and Smart Watch Expectations:

There is a Nova Scotia Provincial Directive on Cell Phone Use in Schools to create an optimal educational environment at all grade levels that maximizes student learning, safety, and positive social interactions. This directive aims to reduce distractions and the potential for cyberbullying and inappropriate use of technology, creating school environments where children and youth can thrive. This Policy is intended to support the *Provincial Code of Conduct Policy* and provide direction and clarification related to the use of personal cell phones in schools.

Directive

Beginning September 2024, all public schools in Nova Scotia ensured that access to personal cell phones during the school day adheres to the following expectations:

- Every student, PP–12, will have their personal cell phones turned off and stored during instructional time.
- Students in grades PP–6 will turn off and store their cell phones for the entire school day.

SmartWatches

Given the technology advancements in smart watches, we ask that students and families refrain from using smart watches to communicate via text messages or phone calls with others during the school day. We ask that families and students use school phones (classroom or main office) to make contact. Please call 902-405-0337 to access the school's front office if contact with a student is needed.

School Advisory Council (SAC):

We currently have 3 vacancies for parents/guardians and 2 vacancies for community members. If you are interested in being a part of the WBS School Advisory Council, please reach out to Susan Casey at scasey@hrce.ca. Depending on the level of interest, a vote may be needed. The timeline is to have the SAC membership completed by our October meeting.

If needed, prior to our October SAC meeting, a voting form will be sent out to all families. The form will be open for one week. The three SAC parent/guardian positions and two community member positions will be filled by the individuals who receive the most votes in their respective membership category.

Parent/Guardian membership guidelines: You have a child who attends West Bedford School.

Community membership guidelines: You live within our community and do not have a child at WBS.

The first SAC meeting is Monday, September 14, 2026, for current members, in the seminar room.

Home & School Association (HSA):

If you would like to be a member of the West Bedford School HSA, please join this team on Monday, September 14, 2026, from 6:00 to 7:00 pm in the seminar room.

Message from our African Nova Scotian Student Support Worker

Dear Families,

My name is **Felisha Davidson**, and I am the African Student Support Worker at West Bedford. I am so excited to connect with you and your children for the 2026–2027 school year!

I support both the elementary and high school communities:

- **Mondays & Wednesdays** – Elementary
- **Tuesdays, Thursdays & Fridays** – High school

In my role, I:

- Provide academic support to students
- Create and lead cultural programming
- Offer a safe and welcoming space where students feel seen, heard, and celebrated

Throughout the school year, we will engage in a variety of activities and events, including **Kwanzaa, African Heritage Month, and Black Excellence Day**. These celebrations

provide opportunities for students to learn, share, and take pride in their cultural identity and heritage. West Bedford High School has established a Black Student Association that will run a variety of fun, interactive activities for the students of African, Caribbean and African Nova Scotian descent throughout the entire West Bedford School family.

I feel truly honored to serve your children and to walk alongside them on their educational journey this year. If you ever have questions, ideas, or would just like to connect, please don't hesitate to reach out.

Email: felisha.davidson@hrce.ca

Phone: 902-405-0442 ext. 2982039

Thank you for your partnership. I look forward to a wonderful year together!

Warmly,

Felisha Davidson

African Student Support Worker

West Bedford

Morning Drop-off: We have noticed that some vehicles are trying to create their own quick drop off by pulling into the lower part of our upper loop driveway, stopping to let students out, and then quickly pulling back into traffic or doing a U-turn into traffic. This is creating an unsafe situation for cars that do need to turn into the driveway, as these cars don't know what is happening. Please do not pull into the bottom of the driveway to let students off. Please find parking alongside the curb, use the drop and go line in the lower parking lot or park in the lower parking lot to let your child off.

Pre-Primary Parking passes: Parking passes are now in effect. You **MUST** have this parking pass visible to enter the upper driveway by the front playground. Cars will be directed to the Pre-Primary drop off area by a staff member. Please Park responsibly and only in defined parking spots or against the curb. Please do not block in other vehicles or leave your vehicle in the middle of the parking lot.

WBS School Matrix of Expectations:

Throughout the month of September, the focus within our classrooms and throughout the building will be on creating strong, healthy relationships with students and teaching, modelling, and practicing our expectations found within our school matrix.

WEST BEDFORD WOLVES

Learning Spaces

Shared Spaces

Transitioning through Spaces

Outside Spaces

Travelling to and from School

D

Dare to dream and have a growth mindset

- Try, try again and take risks, even when it's hard
- Believe in yourself and think positively
- Ask questions and celebrate mistakes as learning
- Share your ideas proudly and inspire others

S

Make thoughtful choices in shared areas

T

Think before you speak or act—your actions matter

H

Help create spaces where everyone feels safe and welcome

M

Move quietly, with confidence and purpose to where you need to go

B

Be patient and set an example for others

T

Try new games and make new friends

L

Learn from your mistakes and apologize if you hurt someone

B

Be on time for school

B

Be positive! Each day is a fresh start

M

Follow school expectations and be mindful of others between school and home

A

Accept Responsibility for our words and actions

- Follow directions and do your best work
- Clean up after yourself and keep your space tidy
- Use materials and technology responsibly
- Apologize when needed and learn from your choices

C

Clean up after yourself and use materials (like soap, paper towels) responsibly

U

Use bathrooms respectfully: flush, tidy up, and wash properly

B

Be where you're supposed to be

R

Respect lunch monitors and avoid wasting food

W

WALK quietly, facing forward

K

Keep your feet and hands to yourself

S

Stay to the RIGHT side of hallway and stairs

F

Follow the teacher and listen to instructions

S

Stay in supervised areas

T

Take care of school equipment

P

Play safely and listen to the adults on duty

R

Report and unsafe actions

L

Line up and enter the building when the whistle blows

W

Walk scooters and bikes in the bus loop

W

Walk on the sidewalk and watch for cars when crossing the street or parking lot

S

Stay in your bus seat, keep hands and feet to yourself, and listen to the bus driver

N

Nurture positive Relationships with ourselves, peers, adults

- Speak kindly and listen with your whole body
- Help and encourage others, even if it feels like a risk
- Welcome new classmates and include everyone
- Ask and answer questions to support each other's learning

I

Include others and make room for everyone

U

Use kind words and quiet voices

B

Be open-minded and treat everyone with care and fairness

L

Listen respectfully to adults and classmates

B

Be mindful of others working in the hall

L

Look forward and greet others with a smile or silent wave

H

Help others and give gentle reminders

U

Use kind words and be polite

L

Look for others who could use a friend and include them

P

Play gently, fairly and take turns

U

Use your hands to help and words to solve problems

B

Be kind to the bus driver

U

Use positive greetings and goodbyes

T

Talk using a respectful volume

C

Cultivate Respect for self and others

- Keep your hands, feet, and belongings to yourself
- Use quiet voices and stay focused during learning
- Raise your hand and take turns to speak
- Respect others' space, work, and property

B

Be neat and clean

R

Respect others' space, property, and seating

S

Show appreciation for those who help us

D

Display calm, respectful behaviour

R

Respect others' property and leave their cubbies and lockers alone

P

Pay attention to the person in front of you and respect personal space

B

Be kind and respectful with your words

C

Clean up your garbage and any litter you find

R

Respect personal boundaries and others' property, such as toys, equipment, bikes

E

Enter and exit building through designated doors

S

Sit at assigned bus tables and follow bus leaders, to the bus in an orderly line

K

Keep track of your belongings

U

Use respectful language when speaking with adults and peers

E

Embrace Reciprocity to grow & learn together

- Work cooperatively and share materials
- Learn from and with your classmates
- Celebrate one another's ideas and successes
- Keep the space safe, clean, and ready for learning

S

Share space, time, and materials fairly with other classes

F

Follow expectations to keep shared areas welcoming for everyone

W

Work and play cooperatively with others

H

Help create a positive environment by encouraging respect and kindness

W

Walk calmly without arguing or injuring yourself or others

F

Follow directions to keep everyone safe

U

Use calm and quiet voices so that others can learn

S

Share space and equipment

B

Be a role model for kind words, positive behaviour and fair play

F

Follow the bus rules

B

Be aware of your surroundings and help to keep everyone safe

R

Report unsafe actions to adults in charge

G

Go directly home or where you are supposed to go after school

We look forward to building a positive and supportive school community together as we begin another school year.

Upcoming Dates

- September 14- Home & School 6-7 pm/SAC 7-8:00 pm meetings in the WBS seminar room
- September 23- School Photos for PP-6 students and staff
- September 23- 3-8 pm for Grade 6 Band students
- September 25- Professional Learning Day - No classes PP-12
- September 29- Students and staff are welcome to wear an Orange Shirt
- September 30- National Day for Truth and Reconciliation (No school)

Join us in observing National Day for Truth and Reconciliation

On September 30, we honour the children who never returned home from residential schools, and the survivors, families and communities who continue to live with their lasting impacts.

Orange Shirt Day is an Indigenous-led movement that reminds us that Every Child Matters and encourages all of us to learn, reflect and support truth and reconciliation.

As there are no classes on Wednesday, September 30, we invite students and staff to wear orange, if they're able, on Tuesday, September 29.