

Week #2 September 18- 22nd, 2023

Hello Families,

I hope that everyone has been able to stay safe during the stormy weather. I wanted to share the memo a little earlier than normal, as we have picture day on Monday.

Picture Day- Our first ever picture day for students in all grade levels: PP-8 will be on **Monday, September 18th**. We are creating a schedule so each class has time for photos. Picture Retakes will be on Friday, October 20th.

West Bedford School Curriculum Night/ Open House- September 21- 6:00- 7:00 pm

Come join us for an open house to tour the school, see your child's learning space and meet your child's teacher. Teachers will have a communication brochure or handout available for families. Please note that there will not be any formal presentations given by staff. Curriculum night is a time for staff to share what topics or units they will be covering throughout the year, assessment practices and ways they structure their instruction for the students. If you would like to have a more specific conversation with your child's teacher, please set up another date and time to have that meeting.

Lockers for Grade 7 & 8 students: We recognize that students have been patiently waiting for lockers. We have been waiting to open a bank account and have run into some delays. Thus, we have decided to move forward with locker distribution. Students will be able to secure a lock and locker once an online locker contract is completed and submitted by the student/caregiver <https://forms.gle/gy9aTnSD8KuAexPt8>

4. School Advisory Council:

School Advisory Councils play an important role in supporting student success at the school community level. A School Advisory Council is an advisory body to the school principal, Regional Centre for Education, and the Conseil scolaire acadien provincial on a range of issues related to the school and the school system.

The guiding principles of an SAC are:

Education is a shared responsibility.

The best interests of students must be the first consideration for all decisions.

People at the local school level have important perspectives that should be considered in decision making.

School improvement leads to increased student achievement.

School policies should consider the unique characteristics of each school community.

Partners need to use teamwork skills and strategies to manage change effectively.

Involving the school community in improving the school enhances learning for all students.

For more information on School Advisory Councils, please access the [School Advisory Council Handbook](#)

West Bedford School SAC Membership

- Principal
 - 4 parents/guardians (1 member representing P-3, 1 member representing 4-6, 1 member representing 7-8, and a member with a child in FI)
 - 4 school staff members (3 teachers and 1 support staff member)
 - 2 community representatives (someone who does not have a child attending WBS)
- *2 JH Students, if there is interest

SAC Roles:

Co-chairs: Co-chairs are responsible for putting together the meeting agenda and sharing it with members, chairing the meeting, and attending regional and provincial professional development sessions and/or meetings

Secretary: This role requires summary note taking of the meeting discussion; The secretary is expected to provide the summary notes prior to the next meeting to all members for review and also to the Admin team to be posted on the school's website after the notes have been approved by the SAC team.

Funds Manager: This role requires record keeping of the SAC funds spent over the course of the school year. To secure funding, staff submit a proposal form to the SAC for approval. Funding requests should be tied to the 3 priority goals of literacy, numeracy, and student well-being.

If you are interested in being a member of the West Bedford School SAC, please submit an expression of interest google form by Monday, September 25th, 2023. If there are more than 4 caregivers expressing interest, then the community will have the opportunity to vote for the 4 parent/guardians for the SAC. This membership is a 2-3 year commitment.

Expression of Interest Form: <https://forms.gle/KudBx9GzEn7sUk4R9>

5. Universal Washrooms at WBS: We have received some questions about the washrooms at WBS, so I felt it might be helpful if I made a video to show you what the bank of washrooms look like. Please watch the video here: <https://youtu.be/np9D4jKiVWY>

6. Ventilation: We have received some questions about the ventilation at WBS. While we do not have air conditioning in our schools, our schools are properly ventilated in accordance with provincial standards. West Bedford School's HVAC systems have been tested and approved by the Department of Public Works. The system moves fresh air and recirculated air throughout the building. The HVAC system does not have cooling equipment. The systems within our West Bedford schools are designed by the Department of Public Works to meet all building code requirements. We recognize that it has been a humid season and temperatures indoors can feel uncomfortable when temperatures are higher outside. In the case of warmer temperatures

inside and out, schools work to ensure children are comfortable in classes by opening windows, using fans, and encouraging everyone to drink extra water.

7. Morning drop off and afternoon pick up: We would like to extend our thanks to those families who followed the school procedures for the morning drop off and afternoon pick up. As you can imagine, moving 1248 students into and out of the building safely, each day requires a plan and for everyone to be vigilant. To review the WBS procedures, please refer to the communication that was emailed to families on Thursday, September 14, 2023 or find it on our website at wbs.hrce.ca

8. Recess and Lunch Time Procedures:

****New**** We have had feedback on how recess is working for P-6 students. The overall feeling is that it is crowded for students. This week we are going to try to work with 4 recess times; we will be starting this on Tuesday, September 19th (after Picture day).

9:55-10:25 will be divided into two recess blocks

9:55-10:10 Grades 5 & 6 : Exit out their red door via the blue stairwell; Enter in through the main doors at 10:10 and use the secondary grey stairwell (by office) to go up

10:10- 10:25 am 3/ 4 combined classes and grade 4 classes: Exit out their red door via the blue stairwell, Enter through the main doors and go up their Blue Stairwell

** Teachers that have a **3/4 combined** can choose which recess their class would like to go out on. It can vary from day to day to allow different groups to play.

Teachers that have a **4/5 combined can choose which recess their class would like to go out on. It can vary from day to day to allow different groups to play.

10:25-10:55 am will be divided into two recess blocks

10:25-10:40 am Grades Primary and Grade 1 classes: **Primary** - Exit and enter through their blue side door; **French Immersion Primary and FI Grade 1-** Exit through their Green door and enter through the main doors, making their way to their stairwell to go up to their classrooms; **Grade 1 English-** Exit through their yellow door and enter through the main doors and make their way to their first floor classrooms.

10:40-10:55 am Grades 2 and 3: Grades 2 and 3 English program Exit and Enter through their yellow door; Grades 2 and 3 FI classes Exit and Enter through their green door

Teachers that have a **1/2 combined can choose which recess their class would like to go out on. It can vary from day to day to allow different groups to play.

Lunch times:

Grade 3/ 4, 4-8- the changes we made this past week reduced the crowding inside and outside; the student feedback was positive about this change; this week we will be assessing if there is space for the combined 3/ 4 classes to eat in the cafeteria.

11:25-11:45 Grade 7 & 8 students eat first/ grades 3/ 4, 4-6 students play outside first (5 minute change over from 11:45 to 11:50 am)

11:50-12:15 Grades 7 & 8 students outside/ grades 3/ 4, 4-6 eat inside

P-3- No changes to the lunch time procedures

Focus for next week:

Determining if the 3/ 4 classes have room to eat in the cafeteria

Determining if a field schedule for grades 4-8 students at lunch can be established. Access to the field will be based on availability and field conditions.

9. Lockdown Drill:

The safety and security of our students and staff are a top priority for West Bedford School and the Halifax Regional Centre for Education. We have been implementing a number of measures as part of a comprehensive plan aimed at ensuring our school remains a safe place for our students to learn.

One of the procedures the school will be employing is a **“lockdown”**. During a lockdown, classroom doors are secured and the students will position themselves for safety inside the room. All interior and exterior doors are locked, and no one is permitted to enter or leave rooms or the building. Students and staff will be released from their safety positions when their classroom door is opened by the Principal/Designate or Police. Just as we prepare our students to properly respond to a fire drill, they also need to be aware of the proper response during a lockdown drill. These drills should be treated with the same level of importance as fire drills. Please be assured that staff at our school will spend time discussing the importance of this procedure with students prior to conducting a drill. We will also take time after the drill to remind them that it was only a practice and there was no danger. Please take the time to speak with your son/daughter about this procedure and reinforce its importance. We practice these drills to ensure our school remains a safe place for teaching and learning.

The date of our first lockdown drill will be on: Friday, September 22, 2023

10. **Upcoming Dates for October:**

2: Truth and Reconciliation Day observed - no classes

9: Thanksgiving Day - no classes

17: SAC Meeting #1 6:30-7:30 pm at WBS

27: Provincial conference day - no classes