

## Monday Memo for March 4 to March 5, 2024

Hello Families,

We are one week away from March Break. The school will be closed from March 11 to March 15<sup>th</sup>; There is an Assessment and Evaluation Day on Monday, March 18<sup>th</sup>. The first day back for students is Tuesday, March 19<sup>th</sup>, 2024.

Please note that **NEW** information each week can be found in this black box. Previous information shared in former Monday memos can be found after the box for quick reference.

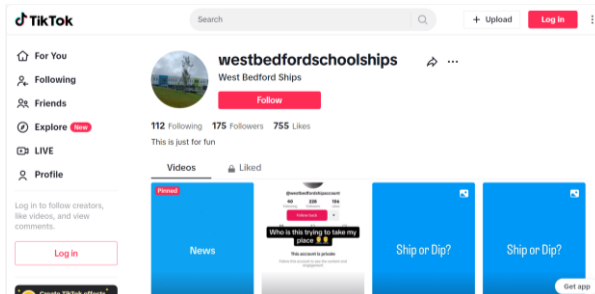
### **1. Update on our School Parking Lot Safety Procedures & Recommendations**

#### **HRCE Operations:**

- “No left turn, right turn only” signs at the exit of the visitors (Lower) lot will be installed. This should be completed in the next week or two.
- The proposed traffic flow route within the parkinglot seems reasonable and likely to positively impact traffic flow and drop off. From the entry, around the outside of the lot, across the basketball court to the drop off area at the curb and then continuing to the exit. We will support this with painted directional arrows and text.
- Painting an area at the indentation of the curb to designate it as a drop off area.
- Steps 2 & 3 require optimal temperatures for the paint applications so we would be performing that work late spring, likely May.
- HRCE operations will be reviewing opportunities to bring concerns to HRM concerning the installation of crosswalks across the three parking lot driveways and the appropriate school zone signage and speed limits.

2. **Lunch time Field Volunteers:** We have our 5 field volunteers one day a week from 11:25 am to 12:15 pm. Students in grades 4-8 will be able to access the field one day a week, once the field is open for use. Thank you to all those who have stepped up to volunteer their time.

3. **Social Media Concerns:** It was reported to the Admin team that there is a TikTok account using the school’s name. The account below is pairing students together and getting the followers to vote on whether it is a good match or not. This has had a negative effect on some students. Please speak to your child about their involvement in this group.



#### **4. Home and School Committee:**

The second Home and School Committee meeting will be held on Tuesday, March 5, 2024 at 6:30 pm. The Home & School Committee works with the school admin team and staff to identify fundraising projects, plan school events, and assist in volunteer opportunities within the school. The main purpose of this committee is to support the school in creating a positive, inclusive, and welcoming school community for all families. This work falls under the school's Well-Being goal in the school's Student Success Plan.

#### **5. Tattletales Coin Campaign Raffle Tickets**

Our school library will be selling tickets to raise money for the Tattletales Coin Campaign. This is the 17th year for this campaign which was started in 2007 by Tattletales Bookstore to encourage businesses to assist getting books into school libraries. Each year, schools in the HRCE raise funds to purchase books for their school's libraries. Tattletales, with the generosity of local sponsors, supplement all schools with additional funds.

#### **Prizes**

**There are two prizes that will be drawn for on Friday, March 8th.**

One prize consists of a Pokémon Diary with Lock and Invisible Pen (value approx. \$25) and a second prize of Klutz Rocks, Gem & Geodes Kit consisting of a Guide and rock samples (value \$30).

**Raffle Ticket: \$1 each**

**Tickets can be purchased from Thursday, February 29<sup>th</sup> - Thursday, March 7th.**

Mrs. Macintyre will visit classrooms to collect money and fill out tickets for students. Please send money in an envelope or plastic bag with your child's name and teacher listed on the outside (Please note that change cannot be made)

Lottery License # AGD-323045-23 **Draw Date: Friday, March 8, 2024**

6. **School Advisory Council:** The next SAC meeting is Tuesday, April 16<sup>th</sup> at 6:30 pm

7. **2024-2025 (next year's) Grade 7 Students:** Please complete information about programming and band here: <https://forms.gle/QvFNSejMuzKG8Qg68>

8. **2024-2025 (next year's) Primary Students:** Current West Bedford Pre-Primary students: please complete information about programming here: <https://forms.gle/EzE4RfgVFv9Nr1Qo8>

9. **School Musical: Peter Pan Jr. Ticket Advanced Sales**

The staff and students of West Bedford School are excited to announce **advanced tickets** for our upcoming production of **Peter Pan Jr.** Tickets will go on sale during our **April 4<sup>th</sup>, 2024 Parent/Teacher meeting night. The box office will open at 5:30 pm.**

If you purchase your tickets at this time, you can select your seats for the performances on Wednesday, May 29th and/or Thursday, May 30th. If you are unable to purchase your tickets at this time, there will be a ticket request form that will be sent home via school messenger.

**Tickets are priced at \$10. Advanced ticket sales will be cash only.**

If you are unable to purchase your tickets at this time, there will be an opportunity to purchase tickets at a later date.

**Upcoming Events:**

March 5- Home and School Meeting 6:30-8:00 pm

March 11-15- March Break- Schools are closed

March 18- Assessment & Evaluation Day- No School for Students

March 29- Good Friday- Schools are closed

April 1- Easter Monday- Schools are closed

April 2- Home and School Meeting 6:30-8:00 pm

April 4- PD for staff in the morning and Parent-Family Meetings in the afternoon and evening

April 16- SAC Meeting at WBS Library 6:30-8:30 pm

May 7- Home and School Meeting 6:30-8:00 pm

May 20- Victoria Day- Schools are closed

May 21- SAC Meeting at WBS Library 6:30-8:00 pm

June 18- SAC Meeting at WBS library 6:30-8:00 pm

June 25- Grade 6 Closing Ceremony 9:15 -10: 30 am (doors open at 9 am)

June 26- Grade 8 Closing Ceremony 10:00-12:00 pm (doors open at 9:45 am)

June 27- Assessment & Evaluation Day- No school for Students

June 28- last day of school

Have a wonderful week everyone!

Kind regards,

Susan Casey

(Principal)

## **Past Memo Information:**

### **Update on our School Parking Lot Safety Procedures & Recommendations**

As you know, the entrance to the driveway that accesses the loop and staff parking lot has been closed in response to several ongoing student safety concerns.

I have received some valuable feedback from families through email and phone calls since the upper lot was closed. In response to these conversations and after our SAC meeting on February 20<sup>th</sup>, I have met with Constable Desrochers and our WBS Operations Building Manager, Scott Bradbury to conduct a safety assessment of the lower parking lot to determine what needs to be put in place to allow for a more fluid traffic flow, with student safety in mind.

Items such as a defined crosswalk at the entrance/exit of the lot and a crossing guard are determined by HRM traffic services and compliance officers. Constable Desrochers has been in communication with these stakeholders to put safety measures in place that are off school property.

Our building manager is taking the following information back to the HRCE operations team: Defined vehicle flow through the parking lot through painted arrows on the pavement; clearly marked drop off zone for vehicles by the sidewalk and pathway; posted speed limit within the parking lot; “right hand turns only” sign to exit the parking lot.

It was determined that the cause of the parking lot congestion is left hand turns out of the parking lot. If all vehicles turn right and use the round-about that is just up the street, the traffic flow will be smoother and faster for all. The “right hand turn only” is a similar procedure to what is in place at CP Allen High School.

School staff are on duty to support students in the drop off zone in the parking lot, to guide students along the path and sidewalks from the bus loop and staff parking lot entrance and there is an adult acting as a crossing guard to support students and families crossing the entrance/exit to the parking lot. Staff are engaging in parking lot safety discussions with students and there are daily announcements in the morning and end of day reminders for students to use the sidewalks and not to walk through the parking lot, unless they are getting dropped off or picked up.

We need those adults, who are driving children to school to drive slowly when in the parking lot, keep a close eye out for pedestrians, and practice safe driving skills when entering and exiting the parking lot.

As a school community, we all share the responsibility of keeping our students and staff safe.

## **School Advisory Council:**

### ***Did you know?***

SACs bring together school stakeholders and individuals from local communities who share an interest in promoting student success. They provide parents/guardians, school staff, community members and when appropriate, students, with a voice to influence decisions that have an impact on student learning and well-being. As advisory bodies, SAC's bring partners together to provide principals and regional centers of education (RCE's) with advice that reflects the best interests of students from the point of view of the school community. SACs receive their authority from the Education Act (2018).

### **The duties and responsibilities of an SAC include:**

- Participating in the creation of the SAC Agreement and by-laws
- Collaborating to improve student achievement and well-being
- Providing feedback on school practices and initiatives
- Providing feedback on provincial policies
- Oversight for SAC grant spending decisions

### **As of December 2023: An enhanced role for SACs in supporting schools and RCEs/CSAP, through:**

- A new Innovation Fund that provides grants up to \$10,000 to a school SAC to support student well-being and achievement; SACs must apply for individual grants;
- An annual conference for all SAC Chairs to provide policy input and discuss common school challenges and opportunities;
- More opportunities for input into how school funds are distributed in schools, including the Healthy Schools Grant; and
- Additional parent/guardian and community representation.

### **West Bedford School's SAC:**

West Bedford School's SAC is comprised of 14 members made up of family members, community members, staff members and the admin team.

To date, the SAC has provided support to the school and staff in some great ways to support the Student Success Plan, as well as taking part in building a school spirit.

- The SAC has provided funding to support a school music project that will engage all students and leave a lasting legacy, as well as help to create a culture for the school.
- The SAC has provided funding for many programs to support the Student Success Plan
- The SAC has been there to support the principal and staff in the implementation of a Student Success Plan for a new school and to hear how it is progressing.
- The SAC has taken part in the school branding process and heard from the branding consultant that WBS is a great school, with so much positive feedback.
- The SAC has provided positive support for the Principal and staff during our meetings, as we hear how staff are continuing their path of creating a community spirit.

**Update:** We would like to share with the WBS school community, that Karen Lockerby King has made the decision to step down as one of the co-chairs of the SAC. Ms. Lockerby King

will remain on the SAC as a parent member. The co-chair vacancy will be filled by a current member of the SAC for the remainder of the school year.

SAC Meetings will be conducted according to the following guidelines:

- A regular meeting schedule will be determined at the initial meeting of the school year with a minimum of six (6) meetings annually. Additional meetings may be scheduled as determined by the West Bedford School SAC. Meetings will be a maximum of 60 minutes in length unless the SAC agrees by consensus to go longer.
- All meetings are open to the public. Members of the public who wish to address the SAC are asked to inform the SAC through a co-chair or the school principal in writing at least one week prior to the SAC meeting. They may address the meeting at the discretion of the co-chairs.

**The next SAC Meeting is April 16<sup>th</sup> 6:30 pm.**

#### **10. Home and School Committee:**

The first Home and School Committee meeting was held on Tuesday, February 20<sup>th</sup>. There was a wonderful turn out. Once the meeting summary notes are approved by the group, they will be posted on the school's website under the parent section. The Home & School Committee works with the school admin team and staff to identify fundraising projects, plan school events, and assist in volunteer opportunities within the school. The main purpose of this committee is to support the school in creating a positive, inclusive, and welcoming school community for all families. This work falls under the school's Well-Being goal in the school's Student Success Plan.

The next meeting date will be communicated to families once it has been confirmed.

#### **Parking Lot Information**

We recognize that transportation to and from school is different for each family. We strongly encourage everyone to follow the procedures listed below to ensure all children, students and staff arrive safely and on time.

#### **Driving Your Child to School?**

- Please park in the lower parking lot by the field.
- Families with children in **Pre-Primary to Grade 2** are required to park and accompany their child to their entry doors. Staff are on duty both inside and outside the school to support students as they arrive.
- It is recommended that families with children in **Grades 3 to 8** walk their child from the parking lot to the school or ensure that their child can safely walk through the parking lot by themselves toward the school.

- When driving into the parking lot or pulling away, please ensure you take extra care and watch for children and others who are moving through this area. Please drive slowly and stay alert as this area can become a very busy spot during morning drop off and afternoon pick up.
- **Only those who are dropping off or picking up children in the EXCEL program (before 8:05 a.m. and after 2:35 p.m.) and have a West Bedford School Pre-Primary or LC parking pass, an accessible parking pass, or drive a licensed after-school childcare centre vehicle have access to the main driveway.**

### **Walking or Biking?**

- Stay alert at all times and watch for moving traffic.
- Use sidewalks and pathways if possible and stand far back from moving vehicles.
- Do not enter parking lots or bus loops if you don't need to.

### **Did You Know?**

More than half of our students are eligible for student transportation! We encourage families with children who meet eligibility for busing to use this form of transportation to and from school. Learn more about student transportation and find out if you are eligible [here](#).

Not eligible for busing? Families do have an option to apply for an unassigned seat. [Click here](#) to learn more and apply.

Many of you have expressed concern about the safety of students and staff in these high-traffic areas. I want to thank you for your ongoing cooperation as we improve safety for everyone.

### **What will next year look like at WBS?**

During the month of March, the HRCE will be looking at the enrollment numbers for the 2024-2025 school year for all HRCE schools. Senior Staff will be engaging in conversations around what adjustments or changes are needed in school communities that are experiencing a rapid population growth or population decline. I have been in contact with my school supervisor and senior staff throughout the school year about the population of WBS. They are aware that we are a rapidly growing school that opened over the expected number of students and will be discussing what the 2024-2025 school year will look like for our school.

### **Summer Camp Opportunities:**

The Royal City Soccer Club, a registered non-profit community organization, is proud to host their 32<sup>nd</sup> annual grassroots summer day camps. The program is designed to promote personal development, team building and of course, FUN! Uniquely designed to offer a more soccer focused morning with a leisure swim with other organized activities in the afternoon. The program operates during all weeks in July and August for children aged 5 to 13. For more information or to register, visit [royalsoccer.com](http://royalsoccer.com) or call 1-800-427-0536.



### **West Bedford Badminton!**

WBS has had a very successful year so far in athletics, and our basketball teams are currently finishing up their seasons. Badminton is our next sport, and sign-up sheets have been posted and tryouts are now getting under way. Please listen to the morning announcements each day for dates and times of tryouts. Let's go Wolves!

### **WBS Yearbook: Publication of Student Personal Information and Student Work Form**

**needed**- In order for student pictures to appear in the yearbook we require a "Publication of Student Personal Information and Student Work" permission form (Media Consent Form) be submitted.

The HRCE Demographic Updates Form is available on the PowerSchool Parent Portal to submit. We need all families to submit this form so that we can confirm that we have the most up to date information for our students.

Though you may not have any changes to your information, please still submit the form as it includes the "Publication of Student Personal Information and Student Work" permission form that needs to be updated every year. We need this form so your child can be in the WBS Yearbook!

### **How do I get started?**

Visit the PowerSchool Parent Portal at <https://sishrsb.ednet.ns.ca/public/>.

From inside the Parent Portal:

1. Select the student you wish to register along the top
2. Select the "HRCE Demographic Updates" icon from the Navigation menu on the left side
3. Enter the Date of Birth
4. Complete the form



**West Bedford School Yearbooks ON SALE:** West Bedford School has partnered with Jostens to produce the first ever WBS Yearbook!

(1) Final sales will run from Feb 1st to March 8th. The yearbook will be sold for \$45.00 with additional \$5.00 for personalization options.

Please view the WBS website main page for the online sales link or click [here](#). Yearbooks will be delivered close to the end of the school year.

**2024-2025 School Year Registration- For NEW Pre-Primary and NEW Primary Students**

February is an important month for schools as we start to prepare for the next school year. The student enrollment numbers throughout February and at the end of February impacts our initial staffing allotment (how many teachers and classes we will have) and initial decisions about what our school configuration may look like next year. The online registration form for the 2024-2025 is open, <https://www.hrce.ca/families/student-registration-updates> .

***Current Pre-Primary Families/ new Primary students for 2024- There will be an information meeting about Grade Primary. This meeting will be on Tuesday, February 27<sup>th</sup> 6:30-7:30 pm in the cafeteria.***

**Home & School Committee:** We will be starting up our WBS Home and School Committee. We invite folks who are interested in being a part of this committee to join us for a meeting on Tuesday, February 20<sup>th</sup> from 6:30-8:00 pm in our cafeteria. A Home and School executive will be selected at this meeting. Anyone interested in being a general member of this committee, please feel free to attend. The meeting will be held in the cafeteria.

**We have received enough interest to form an executive.**

HS Chair – Harriette Schumacher, Phelicia Labrador

HS Vice-Chair- Tracey Power, Shauna Dolan

HS Secretary- Annette Goodwin

HS Treasurer - Janis Mader

A Home & School Committee works with the school admin team and staff to identify fundraising projects, plan school events, and assist in volunteer opportunities within the school. One main purpose of this committee is to support the school in creating a positive, inclusive, and welcoming school community for all families. This work falls under the school's Well-Being goal in the school's Student Success Plan.

**Lunch time Field Volunteers:** We are still looking for 3 field volunteers one day a week from 11:25 am to 12:15 pm starting after March Break. Please email Susan Casey at [scasey@hrce.ca](mailto:scasey@hrce.ca) Volunteers need to have current criminal records check with vulnerable sector and child abuse registry check on file at WBS.

### **Board Game or Puzzle Donations**

If you have some board games or puzzles around that are no longer being used, please consider donating them to WBS. Our classes and library are looking for these items for students to engage with.

### **Year End Events:**

**\*\*Mark you Calendars\*\*- Grade 8 Closing Ceremony & Reception- Wednesday, June 26 10:00-12:00 pm (Doors open at 9:45 am). This is for Grade 8 students and families.**

**\*\*Mark you Calendars\*\*- Grade 6 Closing Ceremony- Tuesday, June 25<sup>th</sup> 9:15- 10:30 am (doors open at 9:00 am). This is for Grade 6 students and families.**

**Lunch time Field Volunteers:** One of the areas that we have not been able to problem solve through at the school level is how to open the field to students in grades 4-8 and provide the required supervision and safety at lunch time. After conversations with some staff and families, we feel that the field can be opened for students in grades 4-8 if we can secure 5 volunteers for field supervision from 11:25-12:15 pm. If we can secure the field volunteers, we will start with one day a week to see how things go and depending on volunteer availability, add more days throughout the week.

Given the distance of the field from the PP-8 main entrance and the supervision requirements for our age group of students, volunteers will be required to gather students in grades 4-6, who want to play soccer or touch football at 11:55 am at the PP-8 main doors and walk with them to the field; supervise the play (friendly games, not organized sports teams); and then bring them back to the main doors by 11:50 am. Then repeat for the grade 7 & 8 students from 11:50 am to 12:15 pm. Field Volunteers will need to be comfortable overseeing the games of play and stepping in to speak with students if needed.

**Lunch time classroom volunteers-** We are continuing to look for more family volunteers to support our Primary to Grade 3 classes while they eat. Ideally, we would like to have one adult in each classroom to support students while they are eating and getting ready to go outside. The time commitment would be from 11:55-12:25 pm Monday to Friday. Those who have current criminal records check and child abuse registry checks on file at WBS are eligible to volunteer. Please email Courtney Smith, VP for Grades P-3 at [Courtney.Smith@hrce.ca](mailto:Courtney.Smith@hrce.ca) to express your interest in this opportunity.

**Parking Lot:** One option that we are having to consider is closing the kiss and go loop driveway at morning drop off and afternoon pick up. There would be no private vehicles allowed except for school buses and childcare company vehicles in this area. All private vehicles would have to park in the lower parking lot by the field. This is not something we want to do, but people continue to drive over pylons, disregard the directions of staff, or are being verbally/physically aggressive when asked to follow the school's protocols. We all have a responsibility to keep each student safe during drop off and pick up each day. Please support the work we are doing to keep each child safe.

Our school has submitted an expression of interest for a **School Streets pilot program**  
**School Streets Pilot Planning, Implementation & evaluation**

In addition to significantly **reducing traffic congestion and air pollution**, School Street Programs have also been shown to not only effectively **increase safety around schools**, but also **encourage students and their families to be more active** on the way to and from school, thus helping create happier, healthier, and more inclusive communities.

Three schools will be selected for the pilot and each school will be expected to set up a School Streets Action Team made up of key school community stakeholders (such as school administration and staff representatives, parents, PTA/SAC chair, community members, HRM councillor, etc.) whose main task will be to work together with the program facilitator to plan, implement and evaluate the program at their school.

School Streets Action Team members will be expected to (a) attend 3-4 meetings at school to codesign and customize their pilot – that is, determine specific pilot features such as signage/equipment, exact location, length of pilot, start & end dates (which are needed to secure the relevant permit from HRM) and (b) designate 1-2 school community volunteers whose main role will be to coordinate and recruit school community volunteers to manage the street closures and assist with data collection during the pilot's implementation and evaluation phases – a minimum of 4 volunteer shifts per day will be required.

Aside from the in-kind facility access and volunteer time provided by participating schools, basic expenses associated with the planning, implementation, and evaluation of this pilot (such as equipment, permit application, communication materials, refreshments for community engagement or planning sessions, as well as incentives and honoraria for volunteers) will be covered by Walk' n Roll Hfx.

**West Bedford School Branding:** I am pleased to announce that the mascot for WBS and WBH is the WOLF! We will be known as the ***West Bedford Wolves***. The next steps in the branding process is to define the school colours and the logo. Stay tuned for more opportunities for the school community to provide input on these two areas.

**WBS Library-** Our library is looking for donations of puzzles. Our students have shown that they LOVE working together to put puzzles together. If you have any unused puzzles that you can donate to our library, Ms. MacIntyre (Librarian) would be very grateful.

**SAC Update:** Our SAC continues to meet monthly to discuss the school's student success plan, ways the school can develop its identity, and how we can establish a high-performing, positive school culture. Summary notes of each meeting are posted on the school's website under School Advisory Council.

One aspect of the SAC's role is to support school staff by funding different initiatives. School Staff submit a funding proposal to the SAC. The SAC discusses the proposal and allocates funds to the project. To date the following proposals have been funded:

1. Story Workshop Application submitted by Kristen Sampson, Gr 2 French Immersion for \$250 to purchase material to support literacy in students. *The \$250 was approved.*
2. Establish Clothing Unit in Core French submitted by Kristen Roy (Core French 4, 5) for \$1000 to allow Grade 5's to design and make their own t-shirts that represent themselves to support literacy for the students. The funds are to buy the t-shirts. *The \$1000 was approved.*
3. Field Trip for 58 students to the Museum of Natural History to see "Discovering the first peoples of Nova Scotia" supporting the school literacy goals submitted by Margo MacLeod and Jeff Hennigar for \$1000. *SAC approved \$500 with the remaining funds coming from WSB.*

**School Purchases:** We continue to purchase resources for students and staff to enhance the programming within the classrooms. We will be submitting orders for math manipulatives for the math programs and different types of books (English and French) for the library and classrooms to enhance the literacy programs.

**2024-2025 School Year- REGISTRATION** for Pre-Primary (English Program only), Grade Primary (English Program or Early French Immersion Program), Grade 7 (English Program, Late French Immersion Program, continuation in Early French Immersion Program) will be in February 2024 for the upcoming school year.

**Pre-Primary-** We encourage families to register their child for Pre-Primary (turning 4 years old by December 31, 2024). More information around Pre-Primary will be shared in the coming months. For current Pre-Primary information, please visit:

<https://www.hrce.ca/students/elementary/provincial-pre-primary-program>

**Primary-** A child who is turning 5 years old by December 31, 2024, is eligible for Grade Primary. We will have a Primary Orientation meeting for families in February (date still to be determined).

**Grade 7 Late French Immersion Program-** Students in our Grade 6 English Program at West Bedford School will have the opportunity to enter the Late French Immersion Program starting in Grade 7. A Grade 7 registration form will be accessible to all grade 6 WBS Families in February to select the program of study: English, Late French Immersion, or continuing in Early French Immersion. There will be a Grade 7 information session for families in February.

### **2024-2025 Excel program**

Information around registration for next year's school year will be coming out shortly. If you would like more information about the Excel program, please visit

<https://www.hrce.ca/families/families/excel>

#### **Parking:**

We experienced rude and unacceptable behaviour this week from some drivers. Please note that we have reached out to our School Liaison Officer who will be in contact with them. Driving over pylons, disregarding the directions of staff, or being verbally aggressive when asked to follow the school's protocols will not be accepted. We all have a responsibility to keep each student safe during drop off and pick up each day.

Reminder again: There is no parking in the High School parking lot. The High School Parking lot is located right in front of the PP-8 main doors. Please park in the designated family parking area in the lower parking lot.

I continue to share the WBS student population with my supervisor and senior staff, as they begin their conversations and planning for next year.

As a staff, we continue to focus on our student success plan by meeting with families, and determining next steps to ensure the needs of our students are being met. Please reach out to your child's teacher or Vice Principal if you have any questions about your child's academic and/or social/emotional learning.

#### **Parking:**

I have been asked by the High School Admin team to remind our families that the High School parking lot is not open to family parking. The High School lot is located right in front of the PP-8 main doors. The high school administration has let us know that their staff have been arriving to begin their day and have not been able to park due to our PP-8 families parking there. Please Park in the designated family parking area in the lower parking lot.

#### **Food Product Recall:**

We wanted to make sure that families were aware that the Government of Canada has announced a voluntary food product recall of granola bars. Please follow this [link](#) to review the complete list of Quaker products that are recalled from the marketplace due to possible salmonella contamination.

If you have one of these products, you must check the UPC barcode located on the box(es), as well as the expiration date. The product UPC barcodes that correspond with each affected product are found in the product list table. Expiration dates range from January to October 2024.

**Cubbies-** We expected to have additional cubbies installed for students over the break, but this did not happen. We have now been given the timeline of February for installation. It is no longer reasonable to have students keep their outerwear on the floor outside their classroom, so I have met with our operations team to find a temporary solution until the

cubbies are installed. We are ordering clothing racks and boot mats for classrooms on the third floor, which will allow students to hang up their winter gear and store their winter footwear in an organized and safe manner.

**Communication-** We discovered this past week that some emails being sent are being blocked by the server firewalls in place. We know for sure that we are not receiving emails from Hotmail and some gmail accounts. There may be other email accounts that are being blocked as well. If you send a staff member an email and do not hear a response within 2 business days, please call the school at 902-405-0337. There is a possibility that the email was not received and that is why there has not been a response.

**School Culture and Climate-** we will be working on developing a well-being survey for students, staff, and families over the next few weeks. The information that is gathered will provide West Bedford School staff with feedback on how we can focus our energies to work together to create a positive culture and climate. This information will be incorporated into the School's Success Plan (SSP) Well-being goal and strategies. There will be a follow up survey near the end of May for students, staff, and families to measure the impact of the work that has been done.

#### **A respectful workplace environment:**

Despite sharing with the community what staff have been experiencing, we continued to experience verbal abuse and physical intimidation from some members of the school community during the morning drop off and afternoon pick up last week. We have contacted our School Liaison Officer, Constable Paul Desrochers and he will be following up with these incidents. If you choose to engage in verbal abuse or intimidation with a staff member, you will notice that your licence plate number, make and colour of your vehicle is being recorded. We will then be passing this information along to Cnst. Desrochers. Please note that these behaviours may result in a fine or if severe, a protection of property will be served where you will no longer be allowed on campus. No one deserves to be treated in a way that they are fearful for their safety.

The procedures for drop off and pick up have been created to support the safety of ALL students. When cars park in the staff parking lot, in no parking zones, drive around to the back of the school, or run over the pylons, it creates an unsafe environment.

#### **Parking on school grounds:**

- Visitor Parking for 2023-2024 is in the lower parking lot by the field and large basketball court (High School side of the building). If you plan to drive your child to school, please park here in the morning and at end of day. You are welcome to walk with your child to their designated door for entry or to meet them at their designated door for exit and walk together.
- There are 6 designated Pre-Primary parking spots in front of their BLUE entrance door. You will need a PP tag visible on your dash to enter the PP parking area.
- All other parking spots around the school are designated for staff parking and are not available for families to park. Please respect this.

### **Kiss and Go Loop:**

- We do have a quick drop off loop (it is the driveway entrance closest to the PP-8 side of the building). This loop is intended for cars to pull up, have the student get out and then the vehicle leaves (think of a drive thru). There is to be no parking or extended stay in the Kiss and Go Loop. **Please remain in your vehicle** and do your best to keep the line of cars moving smoothly.
- **Staff are no longer opening doors due to repeated experiences of verbal abuse and intimidation. Staff are also not permitted to unbuckle a student from a car seat. If your child cannot do this independently then please park in the family parking area and walk your child to their entry door.**
- **The Kiss and Go loop will be closed at dismissal time**

We suggest all families talk to their child(ren) and create a plan for how morning drop off and end of day dismissal is going to be for your family.

### **Bussing:**

- At the end of the day, students in P-8 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 the gym by their teachers.
- Students will line up by their pylon
- 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](mailto: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.

We ask that our school families respect the procedures that are in place!

### **Leaving School Property at Lunch:**

We have noticed last week that students in grades 6-8 began leaving the property at lunch time to go to local businesses. We are responsible for the safety of students during lunch time, so leaving the property puts the students and the staff in a vulnerable position if anything were to happen.

Students are **not** to leave the property unless they go home for lunch **every day**. We have a list of students who do this, but it is not possible to maintain an accurate list of who is leaving and who is staying for each day of the week.

Please remind your child that they are not to leave school property at lunch.

**WBS Culture and Climate: continued feedback topics**

**Phys Ed classes-** Due to our large population, our phys ed times range from having 2-4 classes at one time. This arrangement is not ideal due to the noise level and the number of students in one space at the same time. Our Phys Ed team have been working through the logistics of this. The gym can easily accommodate 2 classes at a time. Thus, the team is now alternating taking a class outside for outdoor physical activity, using the High School gym when it is not in use, and using space in the cafeteria for phys ed classes.

We will continue to monitor how phys ed classes are going at WBS and adjust as needed. We want each student to experience a high-quality program.

**Request from your Physical Education Team:**

Hello everyone, now that the colder weather and snow is here, we have many students forgetting their proper physical education footwear. We would like every student to participate in Phys Ed so we are asking for shoe donations. If you have any gently used sneakers that you no longer need, please consider donating them to the PE department. We need all types of sizes, as we have students from P-8. This way a child who forgets their indoor shoes will be able to borrow a pair of shoes from us for their PE class! Thank you in advance for your help. The PE team.

**Building a West Bedford School culture and climate:**

I would like to acknowledge that I am aware that there are some who are not happy with the how things are moving forward with the school. There are feelings of being “boxed out” from providing ideas and opinions to the Admin team. I want you to know that I value the information that our families have provided to date. There have been some great ideas raised and valid feedback provided to us. I want all within our WBS community to know that I am listening and working through matters with individual families or with our team, on broader student body matters, as they arise.

Opening a new school, offers many different opportunities, challenges, perspectives, priorities, and requests that need to be balanced within a large and diverse school community. I am listening and I do value input.

As the Principal, I work with my Admin team to review the feedback and prioritize our work. It will not always be possible to accept or action every suggestion or to do so within the timeframes that families might be expecting, but I do remain committed to listening, to continuous improvement, and to working through priorities with a focus on supporting students and their success, while also getting the school set up and established.



## **Feedback topics:**

### **School Population:**

As a school, we are 55 days old (as of December 1, 2023). We continue to enroll students, but we also have students moving away. Our current enrollment is 1276, PP-8. Our class numbers range from 17-29 students in Grades P-6 and 20-31 in Grades 7 & 8.

In September, WBS opened at 150% capacity. With the continued building development within the community, we know that our population will continue to grow, and this is not sustainable for the school.

As the administrator, I understand & share your concerns about growing enrolments and continued population growth in the area. I have met with our HRCE colleagues, and they are aware and are working to develop a long term plan. More concrete ideas will be communicated with the community after February- which is the registration month for 2024-2025- and once next year's initial student numbers are known.

### **Universal Washrooms:**

We have heard & we share your concern about unclean washrooms. We have established a more rigorous cleaning schedule for the bathrooms and have also provided lessons to our younger students on how to use the washroom properly - we are seeing progress, but we aren't there yet. We'll keep at it until all students have a clean washroom to use.

### **Pre- Primary Washrooms:**

A privacy stall has been created in the Pre-Primary washrooms that still allows for students to be safely supervised and supported, but also provides privacy from others.

### **Operational Aspects:**

Library: We would love to be able to accept parent volunteers to help us set up the shelving and books in the library, however, due to procurement rules we are only permitted to have our contracted suppliers to do this work. Rest assured we want the library set up ASAP too and are working with the supplier to get it done as soon as possible.

Cubbies: The timeline given to us for the additional cubbies will be December. Until they arrive, we are going to be asking students to put their outerwear on the back of their chair. We are also looking at costing out putting up temporary hooks in the hallway for student items.

Bike Racks: We are working with our HRCE Operations team to acquire more bike racks and have them placed in different locations around the perimeter of the WBS side of the building. It is wonderful to see how many students travel by bike or scooter to school.

O Canada and Announcements: We have been trying different times and ways O Canada and announcements are done at WBS. After hearing from some in the community and speaking with staff and some students, we have decided to go back to playing O Canada and sharing the daily announcements with the whole school at 8:30 am.

### **Volunteering at WBS:**

We do believe that “many hands, make light work”. In the first few months of opening, it was difficult to know how to use volunteers within the school. As we move through the year, we are finding more volunteer opportunities for our community to be a part of. If you have your volunteer paperwork complete, please send it in to [Katelynn.Armstrong@hrce.ca](mailto:Katelynn.Armstrong@hrce.ca) or [MGale@hrce.ca](mailto:MGale@hrce.ca). To complete your paperwork, please check out <https://www.hrce.ca/volunteer>

Volunteer opportunities:

1. Morning and afternoon parking lot attendants- we would welcome volunteers to help with the safe drop off and pick up of our students each day. The morning shift would be from 7:50-8:30 am and the afternoon shift would be from 2:00-2:40 pm. If this is something you would be able to help with please email [wbs@hrce.ca](mailto:wbs@hrce.ca).
2. Lunch time class monitor P-3- We are looking for people to be monitors in individual classrooms while students eat and then to support students to get ready to go outside. This position can be volunteer based or a paid position. If you would like to join the paid lunch monitors, please reach out to Courtney Smith at [Courtney.Smith@hrce.ca](mailto:Courtney.Smith@hrce.ca). If you would like to volunteer, please email [wbs@hrce.ca](mailto:wbs@hrce.ca). The time commitment would be 11:55-12:20 Monday to Friday; If you would like to volunteer to supervise outside as well, the time commitment would be 11:55-12:45 pm.

We will be continuing to look for more opportunities to welcome volunteers into WBS as the school year continues.

### **Did you know?**

When student issues/conflicts are brought to the attention of the Admin team, we use the Provincial Code of Conduct <https://www.ednet.ns.ca/docs/provincialschoolcodeofconduct.pdf> to guide our decision making. The code of conduct provides us with options for consequences that we can assign to student behaviour. Along with the code of conduct, we also consider the student’s age and cognitive capacity. We investigate all sides of the situation and provide the opportunity to hear from all who are involved. We then follow up with families to keep you in the loop.

**West Bedford School Yearbook:** West Bedford School has partnered with Jostens to produce the first ever WBS Yearbook!

(1) Starting December 1st, yearbooks will be sold for \$40.00, with an additional \$5.00 for personalization.

(2) Final sales will run from Feb 1st to March 8th. The yearbook will be sold at full price \$45.00 with additional \$5.00 for personalization options.

Please view the WBS website main page for the online sales link or click [here](#). Yearbooks will be delivered close to the end of the school year.