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SACRED HEART CATHOLIC SCHOOL

455 Pigeon Avenue, Williams Lake, BC V2G 4R5
 Phone: (250) 398-7770 Fax: (250) 398-7725
 email: principal@sacredheartwl.com or admin@sacredheartwl.com

SCHOOL INFORMATION



Keep yourself informed!

Monthly calendars and meal plan menus will continue to be sent home in hard copy. School calendars and newsletters/reminders will be sent out by email at least twice each month and will be posted online. Please advise the school of any changes in your name, address, phone number, or emergency contacts. It is important that the school have the most current information.

PLACES TO FIND INFORMATION:

- ◆ Email
- ◆ School website: www.sacredheartwl.com
- ◆ Sacred Heart Catholic School (Families Facebook Page)
- ◆ Freshgrade (classroom updates and information)

MARK YOUR CALENDAR!

- Wed. Sept. 16 **Gavin Lake Day Trip** — Grade 6 and Grade 7 students
- Mon. Sept. 21 **Non-uniform / SHCS “swag” day**
 Uniform clothing is not required on this day; students are invited to wear casual clothing. If students purchased Sacred Heart “swag” clothing last year, this can be worn to school today.
- Fri. Sept. 25 **School buses are not running** on Friday, September 25 as school district 27 is not in session on this day. Thank you for planning alternate transportation for your child.
- Tues. Sept. 29 **Terry Fox School Run** “Toonies for Terry” campaign with run in classrooms from Sept 23 — Sept 29. More info to follow. Students will participate in a School Terry Fox Run on Sept 29 after recess.
- Wed. Sept. 30 **Orange Shirt Day**
 In recognition of residential school survivors, Sacred Heart School will observe Orange Shirt Day on September 30. Students and staff are invited to wear orange shirts to school on this day.
- Thurs. Oct. 1 **Student Picture Day** — 9:00am
 More information to follow.

SCHOOL OFFICE HOURS

Monday to Friday
 8:00am to 3:30pm
 (closed 1:00pm—1:30pm)

DRESS CODE

Students are required to wear the proper uniform clothing unless informed otherwise by the school.

MEDICAL



There was an orange MEDICAL ALERT FORM that was sent home with each child on the first days of school. **Please complete this form and return it to the school ASAP so that important medical alerts are updated.**

At this time, we have no staff or students with significant peanut or nut allergies. Therefore, we are able to bring these items into the school.

FRESHGRADE



Our school will be continuing to use Freshgrade to connects parents, teachers and students with the goal of communicating student learning and assessment. Parents/guardians will receive an “invitation” from the classroom teacher in their email (occasionally these invitation go into your junk mail). Follow the directions within this email to access your child’s Freshgrade portfolio through the app. If you have any questions, please contact the classroom teacher.



TUITION

Families who are paying the full annual tuition this month please note that it is DUE TODAY (September 15) to take advantage of the 5% discount.



AFTER SCHOOL CARE PROGRAM

Please contact the school office if you would like to register for the after school care program. Drop in spots will be available as space allows. Payment must be made in advance. A snack will be provided.

TIME: 2:50pm — 5:15pm
COST: \$16.00 day or \$265.00 for the month

BUS PROCEDURES



For safety reasons it is important that you contact the school office if your child’s normal bus plan changes on a particular day. Please call the office early in the day to advise us of these changes. The only way we can ensure your child safely arrives where they are suppose to is if you let us know the plan.

BUS PROTOCOL REMINDERS:

Students walking to Marie Sharpe on the bus line are expected to:

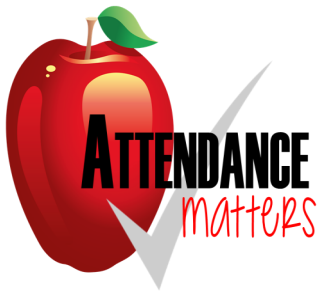
- Walk in twos and stay together
- Walk on the sidewalk only
- Follow the instructions of the supervisors
- No electronics in use while in the bus line (no ear buds, no cell phones)

These rules are for the safety of all students who are walking to Marie Sharpe School to catch their bus home or students who are walking down to join the programs for Rec and Roll or Boys and Girls Club .

REMINDERS & PROCEDURES

OUR SCHOOL DAY

8:00—8:45 am	Drop off Primary cohort (Kindergarten—Grade 3) Upper field, upper boot room door Intermediate cohort (Grade 4—Grade 7) Lower field, side door
8:48 am	First tone: students line up at designated area, and teacher leads them into school
8:50 am	Second tone: class begins
10:30 am	Recess begins
10:42 am	First tone: students line up at designated area
10:45 am	Students enter and class begins
12:00 noon	Students go outside to play
12:26 pm	Students enter school and lunch begins
12:45 pm	Lunch time ends and class begins
2:40 pm	Dismissal primary cohort
2:50 pm	Dismissal intermediate cohort
	All students must be picked up by 3:00 pm



ABSENTEES

It is necessary for parents/guardians to contact the school office if a child will be absent.

LATE ARRIVALS

In order to help us practice new health and safety protocols, every effort should be made to arrive to school on time. Should a student have to arrive to school late, he/she must enter through the front of the school and sign in at the school office.

DROP OFF & PICK UP AT OUR SCHOOL

For the safety of all students, please pull into a parking spot when you are dropping off and picking up students. Do not stop in the driveway or stop near the south entrance (hopsotch and basketball play area). Please advise any friends or relatives who may be picking up/dropping off your child. Please pick your children up promptly after they are dismissed from school. **Please ensure your child walks safely to their cohort meeting area.**

GATES

- The lower driveway (2nd Ave) is for bus student use only in the morning and will be blocked off from 8:00 to 9:00 am.
- The upper gates (Pigeon Ave) will be open in the morning until recess at 10:30 am.
- The upper gates will be locked from approximately 10:00 am until 12:30 pm. These gates are closed to ensure the safety of our children as they walk between the school and the lower playground.

TELEPHONE MESSAGES

We urge all parents and students to **make after school arrangements before school** begins to eliminate many of the phone messages. Students may use the office phone when necessary; however, the phone is not to be used to make after-school arrangements with friends. These plans should be made before arriving at school.

