



Colwood Elementary School
3000 Wishart Road, Victoria, B.C. V9C 1P4
Phone: 250-478-2332
www.colwood.sd62.bc.ca
Principal: Preston Lowther
Vice Principal: Shawn Taal
Secretary: Debbie Israel

September 2, 2022

Dear Parents & Guardians of Colwood Students,

Welcome to Colwood Elementary for the 2022-2023 school year! We are very excited to welcoming students to our school next week, including meeting our new students in Grades 1-5. Our mission is to create an inclusive community where all students feel that they belong at Colwood Elementary where learning takes place in a kind, respectful, inclusive, and safe environment.

At Colwood Elementary School, we have four pillars which guide our daily interactions as outlined in our Code of Conduct. It is expected that our school community is **kind, respectful, inclusive and safe**. We are **strong** and **proud** when we are kind, respectful, inclusive and safe.

As we prepare for a safe return to schools, **please read through the “Updated Provincial Communicable Disease Guidelines for K-12 Settings” found on the District’s website. ([Link](#))**

We are excited to have the opportunity to work with and get to know your child over the next year. **On the first day of school, which students attend for a half day (8:25-11:38), all returning students will be going to their homeroom classroom from last year.** This includes lining up at the same spot and entering through the same door as last year. If you need any help with this, Mr. Lowther and/or Mr. Taal will be at the front entrance. **For new students, please enter through the front entrance.** New students will be greeted at the front entrance and will be brought to our library for a new student orientation. At the end of the day, please pick up your child(ren) at the same location as drop-off.

If you have any questions about the school or would like to know how you could become more involved in the school community, please do not hesitate to contact me at 250-478-2332, or via email at plowther@sd62.bc.ca.

All the best and see you soon,

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|-----------------|----------------|--------------------------|
| Preston Lowther | Shawn Taal | Debbie Israel |
| Principal | Vice Principal | Administrative Assistant |

Snapshot of Week 1: September, 6-9

| Monday, Sept. 5 | Tuesday, Sept. 6 | Wed, Sept. 7 | Thurs, Sept. 8 | Friday, Sept. 9 |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Labour Day (No School) | <ul style="list-style-type: none">➤ School from 8:25-11:38➤ Students placed in previous year's classrooms➤ New student orientation in library | <ul style="list-style-type: none">➤ School from 8:25-2:38➤ Students placed in previous year's classrooms➤ All School Write | <ul style="list-style-type: none">➤ School from 8:25-2:38➤ Students placed in previous year's classrooms➤ After noon recess, students placed in new classrooms➤ All School Write | <ul style="list-style-type: none">➤ School from 8:25-2:38➤ Kindergarten groups begin➤ Students attend this year's classrooms |

A note for Kindergarten families: The first regular day for Kindergarten Students will be Wednesday, September 14, 2022, with sessions scheduled from September 9 – 13, 2022. Please contact the office if you have not received information on when your child's session is.

Class Placement

Next week (Thursday), students will be organized into their homeroom classes for the remainder of the 2022-23 school year. Please know that our staff has put a great deal of thought and effort into making up the new class configurations for this year. Our class placement process ensures that thoughtful consideration of each student's social, emotional and academic needs are aligned with the need to create balanced and effective learning environments. We, as professionals, at Colwood Elementary consider each placement decision carefully, as we create classes that include a variety of students that learn in a variety of ways. When your children return home to you on Thursday, they will be able to share with you their new teacher's name, classmates and classroom location.

As well, **please do not send school supplies until students have been placed in their new class.**

We have a wonderful team of teachers and educational assistants who will be working with your children this year. Please know that we are all here to support your children and work with you.

Reminders:

Demographic information:

At this time, it is very important that we have **up to date student demographic information** including parent addresses, phone number, email, emergency contact information, etc. Please log into the parent portal of our MyEd BC student information system and review this information. If you have new information, please email Ms. Debbie Israel at dIsrael@sd62.bc.ca. If you do not know how to access MyEd, please contact Ms. Debbie as well.

Consents: Please ensure you have done all of the online parent consents

<https://consent.sd62.bc.ca/apps/OnlineConsent>

Monday, September 19: District Planning Day – no schools in session

Thursday, September 22: Individual Photo Day [TENTATIVE BOOKING]

Photographers will be here on the morning of Thursday, September 22 to take individual student photos. This year we have chosen to use Lifetouch Photography. Students will want to ensure that they have on that special outfit that they wish to remember their school year in.

Thursday, September 22: Meet the Teacher

Save the date for this time to come and see your child's school and classroom. More details to come!

Friday, September 23: Terry Fox Run

We will hold this whole-school event on-site to support the Terry Fox Foundation.

Some Frequently Asked Questions:

What time does supervision begin and end?

Morning supervision begins at 8:15 am and ends at 8:25. At 8:15, parents are encouraged to "Kiss & Go" (kiss your child goodbye and ride/walk/drive away) in order to relieve parking lot congestion. We ask that bikes and scooters are parked safely at our bike rack and not ridden on the school grounds after 8:00am or before 3:00pm. Please walk your bike/scooter if you arrive after 8:00 or before 3:00. Also note that dogs are not permitted on school property (Colwood Bylaw 1533). Please arrange to have your child in the care of a parent/guardian outside of school supervision times. It is an expectation of the school that all students are dismissed at 2:38 pm to a waiting parent/guardian.

Kindergarten children must be dropped off and picked up by an adult outside of the Kindergarten classroom. Children will only be released into the care of an adult who is on the pick-up list.

What is the school schedule? When is recess and lunch?

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|-------------|----------------|
| 8:25 | First Bell |
| 8:30 | Classes begin |
| 10:10-10:40 | Morning Recess |
| 12:00-12:45 | Noon Recess |
| 2:38 | Dismissal Bell |

How does student drop off and pick-up work? Traffic and Parking

As with most schools, traffic is challenging during drop-off and pick-up times. Community representatives, District Staff, PAC, RCMP and school administration have worked together over the years to create plans to ensure student safety. We need support from all. Key safety points include:

1. The school zone speed limits are posted on Wishart Road and the RCMP monitor the school zone regularly.
2. The staff parking lot is located at the back of the school and is reserved for staff. Please do not use this as a drop-off and pick-up zone or to park.
3. Parking at the front of the school is limited. If you can, please park in the parking lot on Sooke Road (not the Westshore School lot) or along roads close to the school and walk your child onto the school property. And if possible, walk from home, should you live close by.
4. Should you use our school parking, use the designated parking spaces. Please note that parking along the yellow curbs is impeding the fire lane and is prohibited by the Colwood Fire Department. We need to ensure that the fire lane and emergency parking area is free for emergency responders and their vehicles.

5. Please note that the accessible parking space in front of the school is reserved for families who require this for dropping off and picking up their children.
6. Please drop off and pick up promptly. - remember our encouragement to “Kiss & Go”

What do I do if my child will be late or absent from school?

Please email our attendance line colwoodattendance@sd62.bc.ca

What if my child arrives late, leaves early, or has an appointment during the day?

When you arrive, please ensure that your student checks in with the front office. We ask that you please do your very best to be on time in the morning. For any late arrivals or early pickups, please email the Colwood attendance line (mandatory) and your child’s classroom teacher.

What if I arrive early at afternoon pickup, can my children play on the playground equipment?

We ask that you do not have your children in any of our outdoor play or classroom areas, as classes access these areas between 8:30 and 2:38.

What should I do if our family is away at the beginning of the school year?

Please email Ms. Debbie you child’s name and the dates they will be away.

If you have moved away and do not plan to attend Colwood elementary, please email Ms. Debbie.