



## CASTLE PARK ELEMENTARY SCHOOL

1144 Confederation Drive, Port Coquitlam, BC, V3C 6P1  
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Principal: Mrs. K. Tompkins

September 3, 2015

Dear Castle Park Families,

We are eagerly looking forward to welcoming all of you and your children back to the new school year. This letter is to give you information about the first week of school.

### **Grades 1 – 5**

On Tuesday, September 8<sup>th</sup>, students will come for an 8:40 am start and will be at school for approximately 1/2 hour for attendance. Although it is a short time, the attendance count is important to determine our school numbers. Full days begin Wednesday, September 9<sup>th</sup>.

On Wednesday, September 9<sup>th</sup>, students will report to last year's classroom at which point they will be put into grade groupings. They will rotate through classrooms and participate in activities, throughout this first week, with each of their grade's teachers. This gives us the time to carefully place students into classes for the year. The students will know what class they will be on Friday, September 11<sup>th</sup>.

### **Kindergarten Students**

On Tuesday, September 8<sup>th</sup>, students will report to their assigned homeroom class at 9:30 am and will be dismissed at 9:50 am. A letter was sent home in the mail at the end of June advising you of your child's teacher and where to report. If you did not receive it, please contact the office.

Wednesday, September 9<sup>th</sup> through Friday, September 11<sup>th</sup>, students will return to school with their parents for their scheduled Welcome Conversation ONLY (sign-up sheets in the foyer). September 14<sup>th</sup> – 15<sup>th</sup>, Monday - Tuesday, children will be attending school from 8:40 am – 1:00 pm for a gradual entry on their assigned day (ONE day only). The regular schedule will begin on Wednesday, September 16<sup>th</sup> from 8:40 am – 2:45 pm. Please be aware that placement could be subject to change based on any increase or decline in Kindergarten enrollment.

Please remember that our students go out rain or shine so please remind your child to dress appropriately for the weather.

This will be a wonderful year and we look forward to our continued partnership with you. If you have any questions or concerns, you are invited to advise the office and we will assist you in any way that we can.

Yours truly,  
Kim Tompkins, Principal