**Glenayre School Start Up Details**

**Tuesday Sept. 5**

8:00 Pastries and Coffee available in staffroom

8:30 Brief Staff Meeting in staffroom – **please be on time**

8:45 Doors Open – staff in halls available to direct people to right location **(please wear your name tag)**

8:50 Warning bell

8:55 Beginning bell – students report to grade location

 Teachers in designated location to welcome students

 Teachers take attendance hand out student packages

 Be prepared to occupy remaining time with welcoming activity

 Please remind students to return to the same room on Wednesday

9:30- Announcement for dismissal – PLEASE DO NOT DISMISS STUDENTS UNTIL ANNOUNCEMENT

9:45

10:30 Staff Meeting

12:00 Lunch

1:00 Personal Time or continued Staff Meeting if necessary

**Grade Group Locations**

|  |  |
| --- | --- |
| **Grade / Location French Immersion** | **Welcoming Teachers** |
| FRIM K / Mason Room 18 (19) | Mme. Mason |
| FRIM K / Wong Room 16 (20) | Mme. Wong |
| FRIM 1 / Room 14 (44) | Mme. Pesa / Mme. Sigismund |
| FRIM 2 / Room 9 (40) | Mr. Barna / Mme. Derksen |
| FRIM 3 / Room 5 (55) | Mme. Beaucage / Mme. Dube / M. Wong |
| FRIM 4 / Room 4 (45) | Mme. Kang / Mr. Barnes |
| FRIM 5 / Room 2 (41) | Mme. Arduini / Mme. DiFruscia |
| **Grade / Location English** | **Staff** |
| Eng K / Room 17 (7) | Ms. Allner  |
| Eng K / Room 19 (8) | Ms. Lawson |
| Eng 1 / Room 15 (35) | Ms. Chupik / Ms. Coupland |
| Eng 2 / Room 8 (34) | Ms. Brown / Ms. Silvester |
| Eng 3 / Room 7 (23) | Mr. Preshaw |
| Eng 4 / Room 3 (18) | Mr. Colbourne  |
| Eng 5 / Room 20 Music (29) | Ms. Owens / Ms. Low |
| Troubleshooting / Hallways | Ms. Lane / Ms. De Lucca |

**!!!EACH MORNIG’S ATTENDANCE IS CRITICAL!!!**

* Students return to the same classroom and teacher each morning for attendance.
* Please take extra time to be accurate and record pertinent info for the office.
* After attendance is taken, teachers are free to reorganize students for activities any way you like.

**Below are the default student / teacher assignments however feel free to reorganize any way you like as long as the same teacher/s do attendance each morning and after lunch**.

**Proposed Grade / Program Pairings for Wednesday – Friday**

|  |  |
| --- | --- |
| **Grade/s**  | **Staff** |
| **FRIM** |
| **1** | Pesa / Sigismund (41) |
| **2** | M Barna / M Wong / Derksen (57) |
| **3** | Dube (W) – Kang (Th-F) / Beaucage( 42) |
| **4/5** | Barnes / Arduini / DiFruscia (82) |
|  |  |
|  |  |
| **English** |
| **1 / 2 /3** | Brown / Preshaw / Chupik (70) |
| **4 / 5**  | Owens (W) – Low (Th-F) / Colbourne (56) |
|  |  |
| Kristy and Marla will organize to provide each enrolling teacher 1 prep between Wednesday and Friday. |
| Naomi, Stephanie and Lisa will be organizing Student Services and doing assessments while also support FRIM 2/3 group. |

**Below is a general schedule for the rest of the week. Please feel free to organize activities any way you like but please try and include:**

* + Interaction with other grade / program groups
	+ Familiarization with school routines and procedures
	+ GRIFS Program
	+ Bell schedule
	+ Playground boundaries
	+ Recess and Lunch Routines
	+ Appropriate bathroom use

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Wed. Sept 6** | **Thurs. Sept. 7** | **Fri. Sept. 8** |
| 8:55 – 9:15 | Morning attendance and announcements |
| 9:15 – 10:30 | Morning activities | School-wide AssemblyThen student organize into classes if possible. |
| 10:30 – 10:45 | Recess |
| 10:45 -12:00 | Morning Activities | Classroom Activities |
| 12:00 – 12:50 | Lunch |
| 12:50 – 12:55 | Afternoon Attendance |
| 12:55 – 3:00 | Afternoon Activities | Classroom Activities |

We hope to have students in their classrooms by Friday morning however we may need to delay this if there are enrollment complications. We may have an assembly Friday afternoon with time and content to be determined at Tuesday Staff Meeting.

