

On behalf of the staff at Gleneagle Secondary School we would like to welcome all of our families to the 2016/17 school year, and extend a special welcome to the many families entering Gleneagle for the first time. We know that there are a number of questions that our students and families have about Gleneagle and we hope that the information contained in this message addresses many of the first day questions. In future, we will email newsletters and other timely information on a regular basis and we will also post these communication updates on our website at [www.gleneagle.org](http://www.gleneagle.org).

### **Tuesday, September 6: The First Day**

The modified first day allows us to welcome students, hand out schedules, school agendas and information, distribute lockers and collect forms and fees.

Wings class assignments will be posted in the main hall and on the entrance windows at the main entrance. Students are asked to arrive 15 minutes before their designated Wings start time.

Grade 12 Wings: 9:30am – 10:15am

Grade 11 Wings: 11:00am – 11:45am

Grade 10 Wings: 11:00am – 11:45am

Grade 9 Wings: 1:00pm – 2:30pm \*All grade 9 students will report to the gymnasium for a welcome assembly. Following the assembly, our leadership students and teaching staff will provide grade 9 students with an orientation and support with the registration activities.

If your child is not able to attend school on the first day or first week, please contact the office by phone or email the school office at [Gleneagle@sd43.bc.ca](mailto:Gleneagle@sd43.bc.ca). It is important we know your child is attending Gleneagle Secondary and will be returning on a certain date. This will allow us to secure course placement for your child.

### **Student Timetables**

Student timetables will be distributed in Wings. We have over 1350 students enrolled for the 2016/17 school year. We have been very successful meeting timetable requests submitted and reviewed by students this past spring. At this point a significant number of our courses, both academic and elective, at all grade levels are at capacity. Our counsellors are dedicating their first week to meeting with new and existing students and families to ensure all students are placed in the appropriate courses for semester one. The priority for timetable changes will be given to students with incomplete timetables, placement in wrong course level, deficient on graduation or post-secondary requirements, or summer school course completion. Our youth worker, Ms. Jill Stewart, and our career centre facilitator, Ms. Phyllis Devlin will be reviewing student requests for timetable changes and providing counselling appointments to students that meet these qualifications.

Tuesday, September 6: Grade 12 student appointments only.

Wednesday, September 7: Grade 11 student appointments only.

Thursday, September 8: Grade 10 appointments only.

Friday, September 9: Grade 9 appointments only.

September 12 – 16: all grades.

All necessary timetable changes will be completed by Friday, September 16.

## **Student Fees**

In response to community feedback our district has introduced a new online payment system that will allow you to view and pay your child's student fees conveniently online. Parents are encouraged to register your account online now. You can access the step-by-step registration brochure on our school website. We will continue with our tradition of collecting fees at the start of the school year. Students are asked to provide a print copy of fees paid online or a cheque payable to "Gleneagle Secondary School". Please record your son/daughter's last name and student ID number on the bottom left corner of your cheque.

Activity fees are charged in all secondary schools in BC to enable schools to offer educational program supports and services for our students. The Coquitlam secondary school activity fee is \$45. At the grade 12 level there is an additional fee for Commencement costs. This \$75 Commencement fee includes the purchase of cap & gown, rental of the Vancouver Queen Elizabeth Theatre, and a digital memory of the June 2017 Grad Dinner Dance and Commencement Ceremony. The yearbook fee of \$55 is an optional fee.

If you have questions about or are having difficulty with some or all fees payable, please speak with your child's vice-principal, Ms. Potter-Smith (A-K) or Mr. Parkins (L-Z) and the fees can be delayed, adjusted or waived.

## **Parent eForms**

There are a number of required and optional forms accessible online and we encourage families to complete these forms by September 6. Please use the Parent eform tab on our homepage to access these forms.

Required:

- School Policy form (Which includes parent consent forms for: school notice/release of information under special circumstances/release of student photographs and video/walking filed trip and social media consent.)
- School Emergency Release form

Optional:

- Medical Alert form
- Volunteer Application form
- Driver Volunteer form
- Privately Owned Devices (for students planning to use privately owned laptops, tablets, iPads etc.)

## **School Supplies**

Generally, a binder, lined paper and pens/pencils and a quality PE lock are required. In the first week of new classes teachers will communicate to students about any recommended or required specialized school supplies for their individual courses.

### **Bell Schedule for September 7, 8, and 9**

X        7:35am – 8:45am  
WINGS 8:50am – 9:01am  
P1       9:06am – 10:14am  
P2       10:19am- 11:35am  
Lunch 11:35am – 12:20pm  
P3       12:25pm – 1:45pm  
P4       1:50pm – 3:10pm

### **Student Parking**

Any student planning to bring a vehicle to school must obtain a free parking permit from the main office. . Please display the permit on the rear view mirror of the designated vehicle. Students are expected to park in either the smaller parking lot in front of the cafeteria or the large parking lot along the east side of the school. Students are not allowed to park in the parking lot at the front of the school. The front parking lot is reserved for staff, parents, and visitors.

### **Gleneagle is a Smoke-free zone**

In accordance with provincial legislation no tobacco products of any type are permitted to be used on school property. There is no smoking allowed anywhere on the school site including all playing fields, parking lots and we extend this to our neighbouring properties including the townhome complex, the community church, and the local plaza. This year, for safety reasons, all students in Coquitlam secondary schools cannot bring or be in possession of e-cigarettes, vapes and other smoking devices whether or not drugs/nicotine is being consumed using the device.

### **Gleneagle Hat Culture**

At Gleneagle Secondary hats are not wore by staff and students when inside the school building.

As a staff, we are very excited about the opportunities available to us to support student learning and development. It is going to be another golden year for our Talons!

### **Ken Cober**

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