



# **HWSS**

## **My Weekly Planner**

### **Flex Booking System**

# What is Flex?

- Flex is learning time that is counted as part of the Ministry of Education's required instructional minutes each day.
- Flex is a gift to you.
  - Time to get direct support from a teacher that you would otherwise have to make special arrangements with
  - Time to get support with assignments or group projects inside the school day – this frees up time in your evenings for all the other important learning opportunities in your life (sports, clubs, extracurriculars, part-time jobs)
  - It is an alternative to making each of your classes 7 minutes longer.

# FLEXpectations

- Attend one of your 4 classes
- The Grand Hall is for Grade 12s only
- The Library is a place for quiet work and is for Grade 11s & 12s only
- Flex is less than 30 minutes, and you are to remain in one class
- Flex is instructional time = Cell phones stored



# Why are we moving to a sign-up system?

Our goal is to help students develop the valuable skills of:

**Planning**

**Organization**

**Personal Awareness & Responsibility**

"Where do I need to spend my Flex time to help me achieve my learning goals?"

These are skills that will help you be successful when you move on to your post-secondary life.

# My Weekly Planner program



<https://hwss.myweeklyplanner.net>

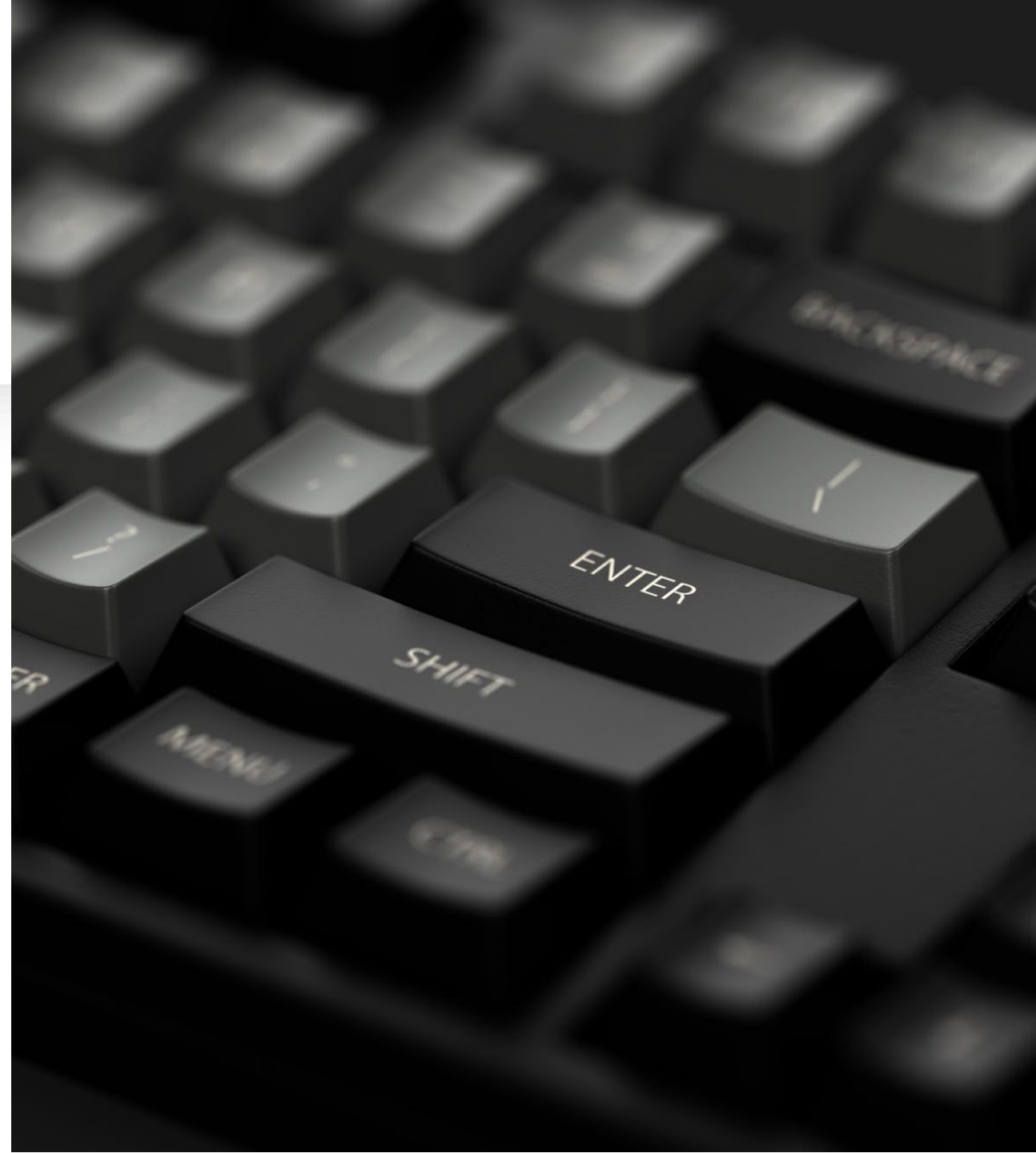
This link is on the school website.

# Steps for setting up Flex time

- Log in with your student number and password.
- Enter numbers only for your student number.
- Your default password is your student number.
- You will be asked to set a new password on your first login.

**MAKE SURE YOU REMEMBER IT!**

- If you have any problems logging in, please email Ms. McClenahan.  
[smcclenahan@sd43.bc.ca](mailto:smcclenahan@sd43.bc.ca)

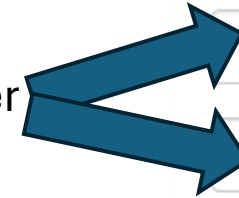


Welcome to the on-line student Flex planner for Heritage Woods Secondary.

Login



Student Number



User ID

Login

User ID – Student Number  
Password – Student Number  
Change Password on first login

Previous Week

Current Week

Next Week

Feb 3, 2025 - Feb 7, 2025

Feb 3

Feb 4

Feb 5

Feb 6



Click on a day  
to schedule  
your Flex time

[Previous Week](#)[Current Week](#)[Next Week](#)

Feb 3, 2025 - Feb 7, 2025

Feb 3

You will not be able to click on a day that has already passed.

You cannot choose a location more than twice in a week.

Previous Week

Current Week

Next Week

Feb 3, 2025 - Feb 7, 2025

Feb 3

Feb 4

Feb 5

Feb 6

Daily Plan

Feb 3

Plan:

Staff:

Set Staff Person

Save

Close

Select the  
teacher you  
want to spend  
Flex time with.

**EASY**  
Weekly Planner

HOME HELP CHANGE PASSWORD LOGOUT

Current User [REDACTED] English

Previous Week Current Week Next Week

Feb 3, 2025 - Feb 7, 2025

Feb 3

Feb 4

Feb 5

Feb 6

Staff

✓ Don Blake -- 300	30	?
✓ Alexander Campbell -- 215	30	?
✓ Lance Castonguay -- 240	30	?
✓ Paul Chaffee -- 235	30	?
✓ Angus Chan -- 200	30	?
✓ Debbie Chan -- 211	30	?
✓ Anthony Ciardullo -- 313	30	?
✓ Ryan Esau -- 220	30	?

Staff Events Close

Find your teacher  
and click their  
name or the green  
check mark.

**EASY**  
Weekly Planner

HOME HELP CHANGE PASSWORD

Current User: [REDACTED] English

Need help with assignment.

Work on group project.

Corrections.

Daily Plan

Feb 3

Plan:

Staff:

Set Staff Person

Save Close

Enter the details of your goal/plan for this Flex block. This helps your teacher know how to support you.

[Previous Week](#)[Current Week](#)[Next Week](#)

Feb 3, 2025 - Feb 7, 2025

Feb 3

Feb 4

Feb 5

Feb 6

Daily Plan

Feb 3

Plan:

Staff:

[Set Staff Person](#)[Save](#)[Close](#)

Don't forget to  
click save when  
you are done.



Previous Week

Current Week

Next Week

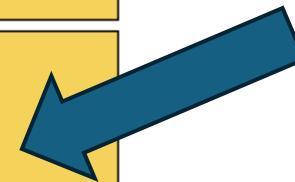
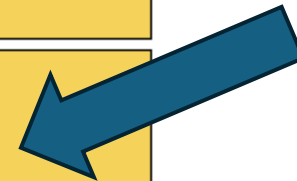
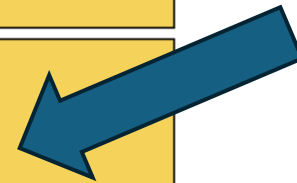
Feb 3, 2025 - Feb 7, 2025

Feb 3

Feb 4

Feb 5

Feb 6



Repeat process  
until you have  
entered plans  
for each day of  
the week.



Current User

English

Previous Week

Current Week

Next Week

Feb 3, 2025 - Feb 7, 2025

**Feb 3**

Work on project.

Staff: Paul Chaffee (235)

**Feb 4**

Strings Practice

Staff: Kathy Fester (102)

**Feb 5**

I need help with the Trig Unit

Staff: Mandy Gill (216B)

**Feb 6**

Make up missed class time

Staff: Kristjana Young (Gym3)

A completed plan  
will be green.

Feb 3, 2025 - Feb 7, 2025

Feb 3

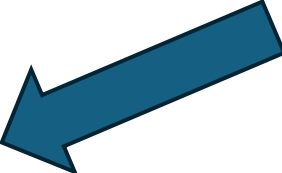
Feb 4

Corrections.

Staff: Margaret Paisley (232)

Feb 5

Feb 6



This line means  
that a teacher  
has booked you  
into their Flex  
time and you  
cannot change it.

# Frequently Asked Questions

## Why would a teacher sign me up for time with them?

- You may have a grade-wide assembly, Digital Lit Tutorial, CLC class meeting, or other specific activity.
- Your teacher may believe that you would benefit from some additional support from them.
- Your teacher may have planned an activity that is going to take more time than the class allows for (e.g. extra time to write a test).

# Frequently Asked Questions

## **Why am I only allowed to sign up for the same teacher/space twice a week?**

- We want to make sure that everyone has the opportunity to access the help they need.
- We want you to think critically about your use of Flex time. Ask yourself: “Should I go to the same space every day when it might be a good idea to access support from multiple teachers each week?”

# Frequently Asked Questions

## **What should I do if I cannot book the teacher I want because their space is fully booked?**

- Have a conversation with your teacher. This is a great opportunity to learn how to advocate for yourself. Teachers have the capacity to add students to their space if they believe it is appropriate.

## **What if I want to be able book time with a teacher more than twice in the week?**

- Have a conversation with your teacher. Explain why you think you need more time with them. Your teacher can work with you to arrange time for help and book you in.

# Frequently Asked Questions

## **Can I sign up with a teacher who is not one of my current teachers?**

- Teachers will be reviewing their lists and may remove you from their Flex if you do not have a legitimate reason to be there.

## **Can I change my mind after I sign up for the week?**

- Yes, but only up to 9:00am on the day of the session AND if there is room available in the place you want to change to.

# Frequently Asked Questions

## **What will happen if I don't go to the Flex that I signed up for?**

- Teachers will be taking attendance. Your parent will receive an email letting them know that you did not attend Flex.

## **What will happen if I don't sign up for anything?**

- Your parent will receive an email letting them know that you did not sign up for Flex.

**Reminder: Flex is learning time. You are expected to sign up and attend.**



**We are what we repeatedly do.**

**Excellence then, is not an act, but a habit.**

**- Aristotle**