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## KWAYHQUITLUM MIDDLE SCHOOL

Dear Parents/Guardians:

### **Start Up Information**

We are excited for another school year to begin and look forward to welcoming all our returning students as well as those new to our school community. We have included some information to help families plan for the return to school.

### **Communication**

Home-School communication is very important to us. We know a strong home-school partnership underlies every success for students. Below are some ways to access ongoing information at our school:

- Visit our school public website regularly.  
<https://www.sd43.bc.ca/school/kwayhquitlum/Pages/default.aspx#/=>
- Read direct messages emailed to you. If you have not received correspondence for a long time, please contact the office to verify your email address. We send out emails regularly with updates on an as needed basis.
- Attend a PAC meeting. PAC meetings are scheduled monthly and information on that first meeting will be sent to parents.
- Always be comfortable contacting your child's teacher by phone or email.

### **Grade 6 students and "new to Kway" students only:**

We are opening the school on Wednesday August 27<sup>th</sup> from 9:30-11:00am for an opportunity for you to walk through the school, familiarize yourself with the environment and have some fun with a scavenger hunt.

### **Team Placement**

Students will receive an email on Friday August 29th, 2025, indicating their Team name.

### **First Day of School: Tuesday September 2, 2025**

- Grade 8: 9:00 – 9:20 am in the gym.
- Grade 7: 9:30 – 9:50 am in the gym.
- Grade 6: 10:00 – 10:20 am in the gym.

Upon arrival, students are asked to line up at the back of the school outside the gym doors. There will be signs indicating the location of the gym for those students new to Kwayhquitlum. Teachers will meet the students, take attendance, and let them know what to expect the following day. Students will then be dismissed from the gym.



School District No. 43 Coquitlam

## KWAYHQITLUM MIDDLE SCHOOL

### **First Week Plan: September 3 to 6, 2025 (Community Week)**

On Wednesday, September 3, students will meet their team in a designated area on the gravel/grass field. Please look for your Team sign. Students will be working in their teams on core values to build community, team building activities, reviewing code of conduct, playing games, establishing team, completing student profiles, and getting to know the members of their team. **Our goal is to have students start the regular schedule in their assigned classes on Monday, September 8, 2025.**

### **First Week Supplies**

For opening week (September 3-6, 2025), students need minimal supplies (pen, pencil, eraser, a glue stick, some paper, and some pencil crayons). They do not need a device. They can bring their full supplies, including device, when they are in their permanent classroom on Monday, September 8, 2025.

### **School Supplies**

Please refer to our school supply list on the bottom right side of our school's home page. <https://www.sd43.bc.ca/school/kwayhquitlum/Pages/default.aspx#/=>

### **BYOD: Bring Your Own Device**

Kwayhquitlum Middle School is a *Bring Your Own Device* school. For more information regarding laptops, please see our school website.

### **Bell Schedule**

This bell schedule begins on Monday, September 8<sup>th</sup>.

**\* Start time for the first week, September 3-6, will be consistent at 8:30 a.m.\***

MONDAY, TUESDAY, THURSDAY & FRIDAY	
Band and Choir (Extracurricular)	7:45 – 8:25 am
Instructional Time	8:30 – 10:24 am
Recess	10:24 - 10:39 am
Instructional Time	10:39 – 12:03 pm
Eat Lunch (Inside)	12:03 - 12:13 pm
Lunch (Outside)	12:13 - 12:43 pm
Instructional Time	12:43– 2:48 pm

WEDNESDAY	
Band and Choir (Extracurricular)	7:45 – 8:25 am
Instructional Time	9:00 – 10:25 am
Recess	10:25 - 10:40 am
Instructional Time	10:40 – 12:04 pm
Eat Lunch (Inside)	12:04 - 12:14 pm
Lunch (Outside)	12:14 - 12:44 pm
Instructional Time	12:44 – 2:48 pm



School District No. 43 Coquitlam

## KWAYHQITLUM MIDDLE SCHOOL

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Wednesdays are a 9:00 am start to allow teachers to collaborate and attend meetings. **The Wednesday late start schedule will begin on Wednesday September 10<sup>th</sup> 2025.**

### **Parent Tasks: Online Payments**

As you are likely aware the district has moved to an online payment system, ***School Cash Online***, that allows you to view and pay for your child's school activities such as field trips and school-related fees, safely and conveniently. Visit our school website and click on Online Payments for step-by-step instructions to set up your account.

Once you have registered, you will receive a confirmation email that you have registered your account. You will then have to go back into the link in that email to attach your child(s) to your account.

You can attach ALL your children, no matter what school they are in the district, choosing the appropriate school from the dropdown for each child. You will be required to enter their legal first and last name and date of birth.

Once set up, you will receive email notifications of upcoming events such as field trips and receive follow-up reminders for unpaid events. You will also be able to grant permission online for your child to attend events and notify teachers if you are able to volunteer. You will be able to view the history of payments of each of your children.

### **Student Forms**

Visit our school website and click on ***Parent E-Forms*** to complete: School Policies, Emergency Release, Volunteer & Driver Forms and Medical Alert.

### **Student Fees**

Visit our school website and click on ***Online Payments***. All fees can be paid through School Cash Online. Fees are due by September 30, 2025.

\$35 Student Activity Fee - the cost covers school-wide activities for students, leadership events and presentations. The activity fees also support lock rentals.

\$5 Emergency Fee - covers the cost of emergency prep supplies for the school year. This includes water, food and first aid supplies that may be required during a large-scale disaster. As many of the supplies expire, this is a yearly cost and is non-refundable.

\$15 Athletic Fee – this is a one-time/yearly athletics fee for students who play on a Kway team(s) of \$15.00. This can be paid through the School Cash Online payment system.



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## KWAYHQITLUM MIDDLE SCHOOL

### **School Calendar**

On our school's public website, you will find the school calendar. This calendar includes any holidays and professional development days, along with school events.

### **Cell Phone Policy**

Students are not permitted to use cell phones during school time for calls or texting. They are asked to leave their phones in their backpacks during the day. If you need to contact your child, please call the school's main office.

### **Lockers**

Each student will be given a locker to store their personal items. Locks will be provided by the school. It is important that students DO NOT share their combination with friends. Space is limited and any decorative items must be magnetic. No use of tapes.

### **Band & Choir**

Our band and choir programs are led by Mr. Kwong. Students are encouraged to listen to announcements in the first few weeks regarding signing up. All levels of ability are welcome.

### **Athletics**

Our athletic program offers a variety of sports and opportunities for all students. Our Athletics Director, Mr. Bale, will update the Athletics link on our school's webpage with sports being offered each season. Information regarding schedules, practice and game times and coaching information will be posted here. Go Cougars!

### **Drop Off and Pick Up**

As students arrive at the site, some from different parts of the district, many students will be driven to school. There will be cars converging around the school at the same time. Drop off and pick up times may be extremely congested, and I ask for your cooperation with the following expectations. **Student safety is of paramount concern.** We appreciate your patience and attention to student safety during busy pick up and drop off times.

- There is a drop off lane in front of the school. It is one direction only; the entrance is accessed via Flint Street and the exit is onto Dorsett Avenue. This is for drive through drop off and pick up **ONLY**. Please pull over to the right and only stop to let your child in or out of the car and keep moving. If there is no room to pull over to the right, please keep moving through the drop off area and re-enter again. There is also ample accessible and safe drop off areas along Flint Street and Dorsett Avenue. **There is NO PARKING in the school drop off lane or in the STAFF parking lot.**



School District No. 43 Coquitlam

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## KWAYHQUITLUM MIDDLE SCHOOL

Please do not leave your car unattended when it is in the drop off area. This contributes to congestion and is unsafe for students being picked up or dropped off.

As most of you know, we have a new Vice Principal at Kway - Mr. Rob Heinrichs! Please be on the lookout for an email from him, where he will introduce himself to our community.

We are looking forward to getting to know all of you as the new school year begins. Please know that we will always welcome your questions and involvement in all areas concerning your child, as we anticipate a fantastic school year ahead!

Sincerely,

Laurie Sviatko & Rob Heinrichs