

# École Porter Street Elementary

## A Learning Community

*"Take care of yourself, take care of each other, take care of this place. Together we are better."*



Home of the Porter Panthers

## OPENING DAY & WEEK PROCEDURES

Tuesday, September 5 ~ Friday, September 8, 2017

### Welcome back Porter Families!

*'Each child is a gift entrusted to us by her/his family.'*

Please read the following information carefully as it provides information about our first week.

## Opening Week Schedule for Grades 1 to 5 students:

### Tuesday, September 5:

All of this 2017-2018 school year's Grade 1 – 5 students will attend school from 10:00 am to 10:30 am. Grades 1 – 5 students are to meet their previous year's teacher where they normally lined up last school year.

At 10:30 am:

- Grade 1 to 5 students will be brought back to where they lined up at 10:00 am and will be dismissed to their parents
- Teachers will let children know what supplies they should bring to school for the next few days, if any

### New Students and Families to Porter:

New Grades 1 to 5 students and families are asked to come to our office. You will be met by Teachers, Ms. Turpin and Ms. Mcdowell, who will escort our new students to Room 12 for attendance. On Wed Sept 6 our new students are to report to Room 12, once again. They will, then, be brought to classrooms to meet and be with same age peers during the first week. To pick your child up at the end of the day please ask at the office.

### Wednesday, September 6 to Friday, September 8:

Our day is the normal 8:55 am to 2:53 pm instructional day. Our 2017-2018 Grades 1 – 5 students are asked to meet their previous year's teacher where they lined up yesterday (and lined up last 2016-2017 school year):

### PLEASE NOTE:

The teachers listed below that your child will be with this week are only **temporary** until we assign our students to their 2017-2018 teacher and class (sometime towards the end of our first week or the beginning of our second week).

#### ➤ Our 2017-2018 Grade 1 students (last year's 2016-2017 Kindergarten students):

- Mme Bell's last year's 2016-2017 French Immersion Kindergarten students are asked to line up as they did on Tues Sept 5 (yesterday). They will be met by:
  - Tues (10:00 – 10:30 am): Mme Bell
  - Wed and Fri: Mme LeBlanc (students will be in the Library)
  - Thurs: Mme Smith (Library)
  - **Please note:** students will be in Library all week; located at opposite end of main hallway – north end;  
**PLEASE NOTE: teachers will still pick-up and drop-off their students at south-end doors**
- Mme Squeo's last year's 2016-2017 French Immersion Kindergarten students are asked to line up as they did on Tues Sept 5 (yesterday). They will be met by:
  - Tues (10:00 – 10:30 am): Mme Squeo
  - Wed and Thurs: Ms. Rozanski
  - Fri: Mme Smith
  - **Please note:** students will be in our Music Room all week; located at opposite end of main hallway – north end;  
**PLEASE NOTE: teachers will still pick-up and drop-off their students outside Mme Squeo's exterior classroom door**
- Ms. Williams (on Maternity Leave) last year's 2016-2017 English Kindergarten students are asked to line up as they did on Tues Sept 5 (yesterday). They will be met by:
  - Tues (10:00 – 10:30 am): Ms. Lepore
  - Wed: Mme Smith
  - Thurs: Ms. Mcdowell
  - Fri: Mr. Valente
  - **Please note:** students will be in Room 17 all week; located at opposite end of main hallway – north end;  
**PLEASE NOTE: teachers will still pick-up and drop-off their students at south-end doors**

#### ➤ Our 2017-2018 English Grade 5 students (last year's 2016-2017 Grade 4 students)

- Tues – Fri: will be welcomed back by Teacher, Ms. Chan and Mr. Valente; these students are to line up at the north-east entrance doors (beside our Library)
- **PLEASE NOTE THIS IS A FIRST WEEK PLAN ONLY**

# **LENGTH OF SCHOOL DAY & TIMETABLE FOR 2017-2018**

**First COMPLETE day for Grades 1 to 5 students is: Wednesday, September 6, 2017:**

The legislated length of an instructional school day must be 293 minutes for Kindergarten to Grade 5.

**We have four bells that ring each day. They are:**

**LINE UP BELL at 8:50 am**

- students will have a designated outside location where they are to line up, daily; they will be greeted and brought into the school by their classroom teacher
- The day officially (Instructional Time) begins at 8:55 am and ends at 2:53 pm
- Recess will be 15 minutes in length; 10:35 – 10:50 am

**END OF RECESS BELL at 10:50 am**

- At this time, re-entry into our school depends on the teacher’s practice; some teachers pick up their students at their outside location and some have their students simply enter the school on their own and make their way to class
- Instructional Time begins at 10:50 am

Lunch: EAT TIME (12:05 - 12:20 pm); there is no 12:05 pm noon bell

**12:20 PM BELL: INDICATES TIME TO GO OUTSIDE**

- Lunch: PLAY TIME (12:20 - 12:50 pm)

**LINE UP/ENTRY BELL at 12:50 pm**

- Instructional Time begins at 12:55 pm

DISMISSAL: 2:53 pm (no bell)

|                                      | Monday              | Minutes  | Tuesday             | Minutes  | Wednesday           | Minutes  | Thursday            | Minutes  | Friday              | Minutes  |
|--------------------------------------|---------------------|--|---------------------|--|---------------------|--|---------------------|--|---------------------|--|
| Start Time/<br>Instructional<br>Time | 8:55 am – 10:35 am  | 100 mins   | 8:55 am – 10:35 am  | 100 mins   | 8:55 am – 10:35 am  | 100 mins   | 8:55 am – 10:35 am  | 100 mins   | 8:55 am – 10:35 am  | 100 mins   |
| Recess                               | 10:35 – 10:50 am    | 15 mins  |
| Instructional<br>Time                | 10:50 am – 12:05 pm | 75 mins  | 10:50 am – 12:05 pm | 75 mins  | 10:50 am – 12:05 pm | 75 mins  | 10:50 am – 12:05 pm | 75 mins  | 10:50 am – 12:05 pm | 75 mins  |
| Lunch                                | 12:05 – 12:55 pm    | 50 mins  |
| Instructional<br>Time/<br>Dismissal  | 12:55 – 2:53 pm     | 118 mins   |
| Daily Minutes                        |                     | 293 mins<br>175 min/am<br>= 0.597<br>118 min/pm<br>= 0.403 |

**If you are new to Porter and have not yet registered...**

- ✓ Please go to the main office
- ✓ Please be aware that we will only accept a registration if you live in our catchment area and we have the available space
- ✓ **Are we your catchment school?** Please go to [www.sd43.bc.ca](http://www.sd43.bc.ca) > click on 'Schools' > click on 'School Locator'

*Your care, understanding and patience during this first week of school are very much appreciated!!*

*Sincerely,  
Mr. Passaglia  
Principal*

# KINDERGARTEN GRADUAL ENTRY PROCESS

## Wed Sept 6 – Fri Sept 15, 2017

The school year begins Tuesday, September 5, 2017 for our new Kindergarten students.

On Tuesday, September 5, our new Kindergarten students will attend school from 8:50 am to 9:30 am to confirm your child's attendance. Please take your child to the exterior door of the classroom of the teacher your child has been assigned to. These doors will be clearly marked on the classroom windows or walls

- ❖ If your child has been assigned to **English Kindergarten** with Ms. Taylor Lepore please: line up at the south exterior doors against the south-west exterior wall
- ❖ If your child has been assigned to **French Immersion Kindergarten** with Mme Anita Bell please: line up at the south exterior doors against the south-east exterior wall
- ❖ If your child has been assigned to **French Immersion Kindergarten** with Mme Diane Squeo (M-Th) and Mme Constanta Rosu (F) please: line up at Mme Squeo's and Mme Rosu's exterior classroom door located in the middle of the east side of our south wing of classrooms adjacent to our primary playground

There will be staff and signs to direct you to the correct location. Your child will be at school for only 40 minutes on Tues Sept 5 so that we can say hello, welcome your child and take attendance. **THEREFORE, PLEASE DO NOT LEAVE THE SCHOOL.** Your child will be dismissed at 9:30 am.

Wednesday, September 6 through Friday, September 15 will be **gradual entry days** as described here:

### Porter Gradual Entry Plan for September 2017

WC = Welcoming Conversation (will be approximately 20 - 30 minutes each)

Your child will attend from 8:50 – 9:30 am on Tues Sept 5, 2017. At this time, you will sign-up for your Welcoming Conversation.

|                                | Wed<br>Sept 6                                | Thurs<br>Sept 7   | Fri<br>Sept 8                                | Mon<br>Sept 11                                | Tues<br>Sept 12                               | Wed<br>Sept 13                                  | Thurs<br>Sept 14                                | Fri<br>Sept 15                                |
|--------------------------------|--|---|--|---|---|---|---|---|
| 8:50 – 10:35 am<br>(1.75 hrs)  | Entire class<br>9:00 – 10:00 am<br>(1.0 hrs) | Entire class<br>9:00 – 10:00 am<br>(1.0 hrs)                              | Entire class<br>9:00 – 11:00 am<br>(2.0 hrs) | Entire Class<br>8:50 am – 12:05 pm<br>(3 hrs) | Entire Class<br>8:50 am – 12:05 pm<br>(3 hrs) | WC  | WC  | Entire Class<br>8:50 am – 12:05 pm<br>(3 hrs) |
| 10:50 – 12:05 pm<br>(1.25 hrs) | WC   | WC  | WC   |   |   | WC  | WC  |   |
| 12:50 – 2:53 pm<br>(2 hrs)     | WC   | Professional Learning Opportunity @ Winslow<br>• All K teachers to attend | WC   | WC  | WC  | Entire Class<br>11:30 am - 2:53 pm<br>(2.5 hrs) | Entire Class<br>11:30 am - 2:53 pm<br>(2.5 hrs) |   |

**Welcoming Conversations** involve the parent(s), the child, and the teacher. Teachers will have a sign-up sheet available for the first day of school. Please bring the **Student and Contact Information Form**, which teachers will have handed out on Tuesday, September 5, 2017.

Monday, September 18 will be our Kindergarten students' first full day from 8:55 am to 2:53 pm.

**KINDERGARTEN PARENTS REMINDER:** before you leave on Tues Sept 6 you will be asked to sign up for a 30-minute 'Welcoming Conversation' this conversation includes the teacher, parents and your child