

# 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 4 ~ Friday, September 7, 2018

**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 4

All 2018-2019 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 parent.

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 our Teachers, Ms. Turpin and Ms. Blaxland, and escorted to Room 19, our Music Room. On Wed Sept 5 our new students are to report to Room 19. 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 5 to Friday, September 7:

Our day is the normal 8:55 am to 2:53 pm instructional day. Our 2018-2019 Grades 2 – 5 students are asked to meet their previous year's teacher where they lined up yesterday (and lined up last 2017-2018 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 2018-2019 teacher and class (sometime towards the end of our first week or the beginning of our second week).

Our 2018-2019 Grade 1 students (last year's 2017-2018 Kindergarten students):

Mme Bell's last year's 2017-2018 French Immersion Kindergarten students are asked to line up as they did on Tues Sept 4 (yesterday). They will be met by:

- Tues (10:00 – 10:30 am): Mme Bell
- Wed: Mme LeBlanc (students will be in the Library)
- Thurs: Ms. Kyle
- Fri: Mme Leblanc
- **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 2017-2018 French Immersion Kindergarten students are asked to line up as they did on Tues Sept 4 (yesterday). They will be met by:

- Tues (10:00 – 10:30 am): Mme Squeo
- Wed: Ms. Rozanski
- Thurs: Ms. Rozanski
- Fri: Ms. Blaxland
- **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. Lepore's last year's 2017-2018 English Kindergarten students are asked to line up as they did on Tues Sept 4 (yesterday). They will be met by:

- Tues (10:00 – 10:30 am): Ms. Lepore
- Wed: Ms. Moschetti
- Thurs: Ms. Moschetti
- Fri: Ms. Turpin
- **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 2018-2019 English Grade 5 students (last year's 2017-2018 Grade 4 students)

- Tues – Fri: will be welcomed back by Teachers, Ms. Mcdowell and Mr. Proctor; 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 2018-2019**

**First COMPLETE day for Grades 1 to 5 students is: Wednesday, September 5, 2018:**

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/ Instructional 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 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 Time/ Dismissal	12:55 – 2:53 pm	118 mins								
Daily Minutes		293 mins 175 min/am = 0.597 118 min/pm = 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 5 – Fri Sept 14, 2018

The school year begins Tuesday, September 4, 2018 for our new Kindergarten students.

On Tuesday, September 4, 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 Lindsay Angus (F) please: line up at Mme Squeo's and Mme Angus' 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 4 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 5 through Friday, September 14 will be **gradual entry days** as described here:

### Porter Gradual Entry Plan for September 2018

WC = Welcoming Conversation (will be approximately 20 – 25 minutes each)

Your child will attend from 8:50 – 9:30 am on Tues Sept 4, 2018. At this time, you will sign-up for your Welcoming Conversation.

Wed Sept 5	Thurs Sept 6	Fri Sept 7	Mon Sept 10	Tues Sept 11	Wed Sept 12	Thurs Sept 13	Fri Sept 14
Group A one-third class 9:00 – 10:30 am 1.5 hours	WC WC WC	Group 1 one-half class 9:00 – 10:30 am 1.5 hours	Group 2 one-half class 9:00 – 10:30 am 1.5 hours	Group 1 8:50am-12:05pm 3 hours  CHEQ administration	Group 2 8:50am-12:05pm 3 hours  CHEQ administration	Whole class 8:50am-12:05pm 3 hours	Whole class 8:50am-12:50pm eat lunch 4 hours
Group B one-third class 11:00 - 12:30 pm 1.5 hours	WC WC WC	Group 2 one-half class 10:45am-12:15pm 1.5 hours	Group 1 one-half class 10:45am-12:15pm 1.5 hours				
Group C one-third class 1:15 – 2:45 pm 1.5 hours	Professional Learning Opportunity @ Winslow  • All K teachers to attend	WC WC WC WC	WC WC WC WC	Group 2 12:50 – 2:53 pm 2 hours  CHEQ administration	Group 1 12:50 – 2:53 pm 2 hours  CHEQ administration	WC WC WC	WC WC WC
*23.5 hours of less instruction							
**1.5 hours built in to facilitate next Spring 2019. Welcome to Kindergarten							

**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 4, 2018.

Monday, September 17 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 4 you will be asked to sign up for a 30-minute 'Welcoming Conversation' this conversation includes the teacher, parents and your child