



Victoria West Elementary School
750 Front Street, Victoria, BC V9A 3Y4
Phone: 250-382-9131 Fax: 250-382-3741

Welcome back Vic West Learning Community!

We hope you all had a safe and restful summer and are looking forward to the start of the 2020/2021 school year. The teachers, educational assistants, office team, facilities crew, custodial team, parent advisory council and administrators have been working hard to prepare a safe and enjoyable start to our 2020 / 2021 school year. Our first priority this year is to provide a safe environment for our students, staff and families.

Health and Safety

Schools in British Columbia will be adhering to provincial Health and Safety guidelines and protocols from the BC Centre for Disease Control and WorkSafeBC. Our district has allocated additional custodial time to our school to ensure on-going and deeper cleaning protocols. Outside learning will be encouraged as well as promoting physical distancing as much as possible. Please note, that at this time, only staff and students will be admitted into the building. The following are documents can be found on our school website. You may find helpful and informative.

COVID-19 Public Health Officers Guidance for K-12 School Settings
GVSD Exposure Control Plan for School Sites

School Organization

This year we have 275 students registered at Vic West Elementary, with 14 Regular Fulltime Classrooms and 1 Hybrid Classroom. Due to our provincial Health and Safety Cohort Model, class lists are final.

Fulltime In-Class Learning

- Classes will be divided into six cohorts with a maximum of 60 people total, including adults. Any staff member who works within multiple schools or cohorts will be required to wear PPE when working with students. Generally students will be working as a single classroom, however, during recess students will be joining their cohort (another class) of up to 60 individuals total. Each cohort will play in one of three areas of the playground.

The first two days of classes will focus on Health and Safety orientation including:

Coughing and Sneezing Etiquette

How, When and Why of Proper Hand Washing

How, When and Why of Using Hand Sanitizer

Assigned Washrooms, Maximum Capacity, and Wait Procedures

Proper Use and Storage of Masks if Worn by Students

Water Bottles and Water Fountains

Entrance and Exit Doors (late morning arrivals)

Outside Play Areas and Rotational Schedule

Flow of Traffic in Hallways and Classrooms

Procedures if Student becomes Sick while at School

Address any Signage Posted in Classroom



The Classroom Teacher will be sending home a Welcome email to all In-Class Learning families by the end of this week once they have met and welcomed their students.

September First Week Start Up				
Monday	Tuesday	Wednesday	Thursday	Friday
7	8	9	10	11
No School Labour Day	Staff Health and Safety Training for Staff And School Planning	Staff Health and Safety Training for Staff And School Planning	Grades 3-5 Students Attend Hours 9:30 – 11:30 Kindergarten Attend part day (As per student letter)	Grades 1-2 Students Attend Hours 9:30 – 11:30 Kindergarten Attend part day (As per student letter)

Reminder to parents/ caregivers of Kindergarten students: Please refer to the letter that was sent via mail indicating the start-up details for your child.

Hybrid Class

Some families have opted for a Hybrid Learning option. Students will attend 2 full mornings a week and will receive remote learning opportunities on Fridays. In addition to the Hybrid Classroom Teacher, Parents/Caregivers will also be responsible for supporting learning at home approximately two days per week. Students in the Hybrid Model will be starting school the week

of Sept 14 – 18. We will be sending home an email to all families registered in the Hybrid option on Thursday, September 10th . Details regarding which days the student will attend, their first day, drop off and pick up doors, start and end times and what to bring will be shared at that time. The first day of the Hybrid class will focus on Health and Safety orientation.

Student Expectations

Please review, with your child(ren), the attached document, “**Student Expectations for September 2020**”



A Few Important Dates for September

- Friday, Sept. 25 Deadline for returning Student Verification Forms
- Monday, Sept. 28 Professional Development Day (no school for students)

General Information

Home/School Communication

- Our main communication is via email. Please ensure we have your current email address. In addition, please check your mails regularly, including your “junk” folder as some parents have found that some important emails have landed there.
- If your son or daughter will be absent for any reason, please be sure to notify us. Preferred method is email vicwest@sd61.bc.ca but you may call the school office at 250 382 9131 (before 8:30 am if possible)
- Each Friday our Vic West E-Bulletin will be emailed to you. Please ensure your contact information is up to date so that we can stay connected.
- In addition, our school website is a great place to keep up to date on school activities. www.vicwest.sd61.bc.ca
- We encourage communication between staff & parents. Please initiate contact with staff through email.
- Please take time to check and sign the package of information, including the Student verification Forms, that your child will bring home the second week of school and return to the school **as soon as possible**.

Parking

- Parking in the Vic West parking lot is reserved for staff only. Drop off in the morning can be very busy. Please consider parking a little ways from the school and walking as a family. Please note there are new municipal parking restrictions on many of the roads.

Vic West Elementary Schedule 2020-2021



Start time: 8:45 am (Cohorts 1-3 – Div 1 to 6

9:00 am (Cohorts 4-6) – Div 7-14

Recess: 10:00 – 10:15 Cohorts 1-3

10:20 – 10:35 Cohorts 4-6

Lunch:

11:30 – 12 (play) and 12:45 (eating) Cohorts 1-3

11:45 – 12:15 (eating) and 12:15 – 12:45 (play) Cohorts 4-6

Dismissal: 2:23 pm (Cohorts 1-3)

2:38 pm (Cohorts 4-6)

** Hybrid Model – schedule is different

Parent Advisory Council (PAC)

- As your child is registered at Vic West, you are automatically a member of our Parent Advisory Council (**PAC**).
- We look forward to your involvement on our PAC and encourage you to bring ideas and interests you have to our meetings. PAC is a great way get connected.
- This year the PAC meetings will likely be held by ZOOM. The dates for this year's PAC meetings will be forthcoming.

We want to acknowledge that this has been a challenging time as change has been a constant. It has been difficult for families to plan as routines such as school have had to be adjusted. We appreciate your understanding and patience. Please know that we are committed to your child's safety, education and well-being.

On behalf of all the staff at Vic West Elementary, thank you for your continued support and we look forward to working with you.

Marla Margetts , Principal and Karian Brigidear, Vice Principal

