



Sandwich West Public School

Ecole Sandwich Ouest



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From the Desk of the Principal and Vice Principal

We are off to an exciting start to the 2017-2018 school year!!! Thank you to all of our students, staff and families for your support of the the Sandwich West School Community.

Welcome to our JK/SK students!

On Monday, September 11th our JK/SK students join us for their first day of the 2017-2018 school year. We look forward to meeting all of our students and families who are new to the Sandwich West community. We are also excited to welcome back our returning SKs!

What Do Our Spartans Say?

At Sandwich West, we believe strongly in the importance of home/school partnerships and in engaging our school community in all aspects of learning. Student and parent voice assist in guiding us and ensuring that multiple opportunities are provided for all learners to achieve their full potential. Stay tuned for some exciting events coming your way!

Sandwich West Public School Focus

Developing and maintaining a culture of high expectations that supports the belief that all students can learn, progress and achieve.

GECSB Strategic Plan

Sandwich West's focus goes hand in hand with the Greater Essex County District School Board's new strategic plan that focused on:

Our Vision: Building tomorrow together – every learner, every day

Our Mission: Excellence in public education – confident learners, engaged communities, ethical stewardship

To learn more about the GECSB Strategic Plan check out the plan at: <https://publicboard.ca/Board/Administrative-Reports/Pages/2015-2020-Strategic-Plan.aspx>

School Timetable

Sandwich West adopted the “Balanced Day” schedule several years ago. The times listed below are for your reference.

Please remember that our Learning Blocks are divided up into 2 (50 minute) periods/100 minutes.

Please note our bell schedule below:

8:55-9:10-Student Arrival/Supervision

9:10-Entry bell

9:10-10:50-Learning Block 1 (100 minutes)

9:10-10:00-Period 1

10:00-10:50-Period 2

10:50-11:30-Nutrition Break #1 (40 minutes)

****20 minutes outside/20 minutes inside****

11:30-1:10-Learning Block 2 (100 minutes)

11:30-12:20-Period 3

12:20-1:10-Period 4

1:10-1:55-Nutrition Break #2 (45 minutes)

20 minutes outside/25 minutes inside

1:55-3:35-Learning Block 3 (100 minutes)

1:55-2:45-Period 5

2:45-3:35-Period 6

3:35-Dismissal

SWPS's School Day BEGINS at 9:10 am.
We ask that students do not arrive before 8:55 a.m., as playground supervision begins at 8:55 and runs until 9:10.

Please keep this in mind when planning drop offs for your children.

SAFE AND WELCOMING SCHOOLS

Sandwich West PS has been actively involved in the Safe and Welcoming Schools procedures for the past several years. As you are aware, all of our doors will be locked throughout the day. Access to the building will continue to be controlled through the camera and buzzer system at the front door.

A reminder that after pressing the button you will be asked to identify yourself and share the reason for your visit to the school. These procedures continue to be implemented in all of our schools for the safety of our school community.

Please proceed to the office after entry and we will be pleased to assist you from there. All visitors will be required to check in at the main office and sign in and out in our visitor book, as is the policy in all of the schools in the GECDSB. Visitors and volunteers will be asked to wear a badge identifying themselves when they are in the school.

Parents are asked to enter the school through the front doors only (main door off of the Visitor's parking lot). We ask that you not ask a child to open the door for you, as this is not a practice we want our students to follow. We appreciate your continued understanding and support assisting us in keeping a safe and secure environment for our students and staff.

Before and After School Communication with Staff

- Please remember that before and after school are very busy times for our staff.
- If you would like to speak to one of the teachers please send your child's teacher a note or call the office and our teachers would be pleased to set up a time that is good for both of you to talk/meet.

Student Attendance Procedures

At the Greater Essex County District School Board "Every Day Counts". If your child will be absent, please call the school at **519-969-1750**. We are fortunate to have an answering machine that enables you to leave a message before and after school hours.

Lates and Early Dismissal

- Ensuring that your child attends school regularly and arrives on time and ready to learn, is the best way to get the most out of our programs.
- Please remember that with an extremely large student population it is not possible to page down students after 3:25 for an early dismissal. Please keep this in mind when planning an early pick-up for your child.
- Please remember that all students need to be signed in and out of school by an adult whenever they are late or are leaving early. This is an essential part of ensuring that your child is safe.
- Please remember that whenever you need to pick up your child early you will need to check into the office. If you come a few minutes earlier than your expected pick up time, we will be able to call your children down to meet you in the office
- Whenever possible, please inform the office and your child's teacher about an early dismissal. A note to the teacher helps ensure that your child is able to plan for their day and prepare for an early dismissal.

Help Keep Our Students, Parents and Staff Safe!



Feedback from parents, students and staff continue to focus on the extremely busy entry and dismissal times at Sandwich West PS.

We need YOUR help and support in ensuring that we keep all of our students, parents and staff safe in and around our parking lots!

A large number of students qualify for transportation to and from school. We strongly encourage parents to consider utilizing this bus transportation regularly, as it will greatly assist in eliminating the traffic concerns reported in our parking lots.

With the number of buses and cars that we have coming in and out of our parking lot we ask for your continued support to assist us in keeping our students safe at all times. Below you will find some reminders about the entry and dismissal procedures at Sandwich West.

Before School

- Parents who are dropping off students before school are reminded to drop off students in our **Kiss & Ride** area.
- **ALL parents who drop off children in cars are asked to utilize this area.**
- **Playground supervision begins at 8:55 a.m., so students are asked not to arrive at school before that time.**

Parking Lot Safety

- Please remember to watch carefully for students and other cars when driving through the lot. It is a very busy lot.
- This is a reminder that students should not be crossing the parking lot during entry and dismissal. Cars and buses are consistently utilizing this space and it is not a safe crossing zone for students.

Our Dismissal

Pick Up Areas

- Parents of students in Grades 1 through 8, who are picking up their children are asked to park in the available visitor's parking lot off of Wyoming and proceed to the **FRONT PORCH** to pick up their children.
- The pick-up area for our Early Years students will be at the **ORANGE WALL**, outside of the Early Years area.
- Please do not **STOP/PARK** in the bus lot, next to the medians or at the front of the school as this area is used by our staff to ensure our students are safely loaded onto the bus.
- Additional parking can be found on the road.

Keeping Our Students Healthy at SWPS

Medication at School

If it is necessary to send prescription medication to school with your child, you must complete a special form for **Administration of Medication**. These forms are available at the office and require the signature of a physician. Included in the Administration of Medication procedures are ventilators, puffers and auto-injectors (Epi-Pens). **Without this form, we are not able to give out medication.** Please note that all medication **MUST** be in the **ORIGINAL** container.

Students with asthma who are prescribed a ventilator/puffer need to have an updated **Request and Authorization for the Administration of Prescription Medication** form signed by a physician and an **Asthma Emergency Treatment Plan** completed by the school and signed by the parents.

Students with severe allergies are required to have a signed **Anaphylaxis Emergency Treatment Plan** and **Request and Authorization for the Administration of Epinephrine Auto-Injector at School** forms completed. These forms are also available at the office and require the input and signature of a physician. They are valid until the prescription expires or is altered by the physician, whatever comes first. Parents need to ensure that all forms are up-to-date and the school is provided with the most recent copy.

Parents/guardians should consult with their family physician about the appropriateness of the student being responsible to carry their own. Many young students carry an injection kit/Epi-pen or puffer in a fanny pack around their waist at all times. Parents may wish to provide multiple puffers/auto-injectors for students who are old enough to carry their own.

It is strongly recommended that all students who have severe allergies wear a Medic Alert necklace or bracelet.

Please note that Sandwich West's staff may not administer non-prescription drugs to pupils at any time.



Student Verification Forms

Please look for the upcoming Pupil Information Sheet that will be sent home with your child. This form helps us maintain up-to-date records and ensures that we have up to date health and emergency contact information. When you receive this form please sign and return it to school as soon as possible. It is very important that you keep us informed of any changes during the school year.



Concussion Reporting

Research indicates that a concussion can affect a student's school performance in both cognitive activities (school work) and physical activities (physical education program/interschool activities). Research also indicates that engaging in cognitive and /or physical activities, while a child has a suspected and/or diagnosed concussion, can worsen concussion symptoms and make for a longer recovery period.

In the best interest of your child, parent/guardians are requested to communicate with the school principal, prior to the students attendance at school, whenever there is a suspected or diagnosed concussion that occurs off school site e.g., at home or at a sporting activity.

In order to appropriately manage the concussion, it is necessary for the school to initiate the "Return to Learn" and the "Return to Physical Activity" plans. These are designed to minimize the risk of further injury and prevent the worsening of a concussion. It is with this communication of information that the school, in consultation with parents/guardians, can immediately begin the board/school concussion protocol with the child.

For further information please refer to the Ontario Physical and Health Education's website (OPHEA) <http://www.ophea.net/>

Warm Weather

As the warm weather is still with us; it remains important for our students to come prepared for the warm temperatures every day as students will be outdoors for recesses, DPA, Phys Ed and other activities. Please remember to prepare your child by:

- Wearing sunscreen with SPF 15 or higher.
- Wearing a wide-brimmed hat and clothing appropriate for school and the temperature.
- Wearing sunglasses that block both UVA and UVB rays.
- Carrying a water bottle and drinking lots of water.



Latchkey Child Care at SWPS

The Latchkey Day Care and Learning Centre provides a variety of child care services throughout Essex County. We are fortunate to have an extremely popular program located at Sandwich West Public School. If you are in need of child care please see the information below.

Latchkey Day Care and Learning Centre contact information: (519) 966-7123
HOURS: 6:30 am - 9:00 am and 3:35 pm - 6:00 pm

Consider a role with the School Council.

It is an excellent way to contribute to the education of our students!

Sandwich West Public School has a very dedicated School Council. As a member of School Council you are able to continue to discover new and exciting ways to contribute to the education of the students at SWPS. Education is a partnership involving many partners including: parents, students, teachers, principals, school boards and government. Your involvement in School Council gives you the opportunity to strengthen that partnership, and be a part of a dedicated team working to ensure a high quality of education for students.

Each September we are required to hold elections for School Council Executive Members (Chair or Co-Chairs, Vice-Chair, Secretary, Treasurer, as well as Committee Chairs). We encourage all parents to become actively involved in this process.

Nomination forms will be posted on the SWPS website or you may pick up one from the main office.

Please Join Us for Our School Council Election Meeting

When: Monday, September 25th

Where: SWPS Library

Time: 6:00 pm

Greater Essex County Parent Involvement Committee (GECPIC)

The Greater Essex County District School Board has provided regular opportunities for parental engagement through networking, sharing ideas, offering advice and staying informed through the years. The Greater Essex County Parent Involvement Committee (GECPIC) will continue to fulfill their mandate of recognizing the critical voice parents have in the collaborative development and education of their children by promoting communication among school councils, parents, staff, community partners, trustees and the director.

See the attached link to learn more about becoming involved in GECPIC!

<https://publicboard.ca/Parents/Involvement/Pages/default.aspx>



School Cash Online

Over the past few years we have launched a campaign to have 100% of our families join School Cash Online. We were very pleased with the results and have over 80% of our families signed up. If you have not already done so, please consider signing up. The following information will provide you with an overview of the benefits of the program.

When you sign up for and utilize the School Cash Online system you can see the following benefits.

- Paying for student items online
- Convenient: Make payments anytime...online
- Easy to use: Fill a shopping cart and check out
- Safe: No more need to send cash/cheques to school for many items
- Secure: The website is protected and PCI compliant
- Saves Time: It takes less than 5 minutes to register

Please note that our goal is to offer School Cash online options for all field trips, school fundraising etc.

Get Started in 3 Easy Steps

1. **Go to:**
<https://gecdsb.schoolcashionline.com>
2. **Create your account and add your child**
3. **Purchase your child's school items online**

For more information visit
<https://www.publicboard.ca/school/sandwichwest/Pages/default.aspx>
and click on School Cash Online

CHARACTER COUNTS AT SWPS

Sandwich West Spartans celebrate "character" each month. Monthly assemblies will showcase our student and staff talents as well as provide an opportunity to highlight the wonderful ways that our students demonstrate their character.

Each month students will have the opportunity to earn Caught Ya tickets while displaying the character focus of the month. These tickets will then be entered into our Character Counts t-shirt draw.

**Will you sport one of our
Character Counts @ SWPS t-shirts?**

Read All About It!!!!

Keeping Up with SWPS Happenings...

Ongoing communication between home and school is extremely important to us at Sandwich West. One of our commitments, is to provide multiple forms of communication tools that will keep families apprised of what is happening at SWPS and within the GECDSB. Check out the different ways you can find out more about the Spartan community.

TWITTER

Follow Sandwich West Public School on Twitter and get up-to-date information about what is happening at

@SandwichWestPub



EDSBY



Parents are encouraged to sign-up for this unique cloud based communication tool that allows you to find out more about what is happening at SWPS and communicate with the office and your child's teacher.

remind APP



Receive text updates from our School Council. Text @swps to 226-778-2202 to subscribe.

FACEBOOK



Check out the SWPS School Council account at:
Sandwich West Public School-Parent Council

SWPS Website

Sandwich West Public School students and staff have so many great things to share with our parents and community. Don't forget to check out our school website to find out more about the outstanding things our **Spartans** are doing. Just look for our school on the board's site at:

<https://www.publicboard.ca/school/sandwichwest/Pages/default.aspx>

SWPS Calendar



Find out what is happening at SWPS by viewing our School Calendar on our website.

SWPS Newsletters



Celebrating our SILVER ECO status and striving for GOLD is important to us. One of the ways we are looking to do so is to reduce our paper use. Our Newsletter will typically be a brief highlight of the month and will be available **ONLINE ONLY** under the NEWS section.

SYNERVOICE

Our automated phone message system is used to provide you with phone calls regarding upcoming events @SWPS or important announcements. Please note that you may receive messages that are school specific or general GECDSB messages.

GECDSB Calendar

Each family will receive a copy. Not only does this calendar contain pictures of the excellent learning experiences offered throughout the GECDSB but also notes important dates throughout the year. Please keep this calendar for your reference.

Greater Essex County District School Board's International Language Classes



Each year the Greater Essex County District School Board offers International Language Classes for pupils from Grades 1-8. This is an excellent opportunity for your child to learn a second or third language. There is no cost. Last year the following languages were offered: Albanian, Arabic, Italian, Mandarin, Nepali, Punjabi, Romanian, Serbian, Spanish, Tamil, Tigrinya, and Urdu. However, any language class can be established with a minimum of 25 students and an available instructor. Classes will be offered on Saturday mornings from 9:30 am to 12:00 noon. Transportation is not provided. The three sites for the classes are Forest Glade, Northwood and Queen Elizabeth in Leamington. Once classes have been determined, parents will be informed of the location of your child's class the first week in October.

Registration forms are available from our school office or on the Board's Website at www.publicboard.ca under Programs-School Program K-12. Registration forms must be returned to Mrs. Fummerton by **Thursday, September 21, 2017**.

Stay Tuned for more information about our upcoming SWPS Community Night on Tuesday, September 26th

