

September 1, 2021

Dear Parents and Guardians,

The staff at Woodlawn School are very happy to welcome our students back to school. We have used the provincial documents, [Restoring Safe Schools](#) to assist us in our planning. As a public school we must follow the guidelines outlined by the Department of Education. We will do our best to update our families on necessary changes as quickly as we are able. Below are the areas we have addressed in our planning to ensure that the start of the school year is as safe as possible for our students and staff as we work to minimize the risk of spreading COVID-19 in our school. Please take the time to read this important information and share relevant sections with your child(ren). If you have any questions or concerns, please do not hesitate to contact the school principal, Karen Fraser at the school.

### **Welcoming Students and Families**

This year we will be holding in person Meet Your Teacher meetings on Sept 7th for all students in grades 1-4. In order to accommodate everyone safely, these meetings will be ten minute appointments in the classrooms. You can sign up for the appointments on the [parent portal](#). As per public health orders all parents and students must wear a mask to these appointments. Kindergarten students and their parents will meet their teachers in the classroom during fifteen minute appointments on September 8 and 9. Kindergarten parents have been given their appointment times. If you have not received your appointment time, please contact the school office.

### **School Calendar**

Our [school calendar](#) is available to view on our website.

### **School Attendance and Participation**

As always parents are asked to contact the school if their child will be away. Please mark your child's absence on the parent portal, email the office at [woodlawn@hsd.ca](mailto:woodlawn@hsd.ca) or call the school at 204-326-6110. If it becomes necessary for a student to be absent for an extended period due to illness or the need to self-isolate, the school will make arrangements for learning packages to be sent home electronically.

Teachers will implement the use of digital platforms such as SeeSaw early in the year so that students and parents are familiar with its use. Should the province implement remote learning, teachers will use the digital platform to teach remotely.

### **Cohorts**

This year cohorts will be by grade. In order to have less students on our playground we will have half the students eat while half play and then switch during both of our nutrition/activity blocks. Cohorts will have their nutrition and activity blocks at the same time. This means that all students in a cohort will have the opportunity to play together during recess time. Gym and music schedules are arranged by cohorts. There are no distancing requirements in individual classrooms to start the school year. Students will be allowed to work in small groups, play, and share manipulatives. The school staff will do their best to maintain a two metre distance between cohorts during transitions. The cohorts are as follows:

Kindergarten (day 1,3,5)  
Kindergarten (day 2,4,6)  
Grade 1  
Grade 2  
Grade 3  
Grade 3/4  
Grade 4

### **Masks**

As per public health orders, all staff and students in K-12 must wear a mask. Students will wear a mask during transitions, including arrival and dismissal, in class, and on the bus. Children will have the opportunity to be mask free while on the playground during activity times as well as during their nutrition break. There will also be some options for mask breaks during the day in areas where a 2 meter distance can be maintained.

### **Morning Arrival**

Bus students will line up when they get off the bus. A supervisor will walk them to their classrooms from the bus. Our morning duty teachers will supervise bus students before the teachers arrive.

Students who walk to school or who are dropped off are asked to arrive at school at 8:53. There will be no supervision on the playground in the mornings. Classroom teachers will meet their students at a designated spot outside of the school and bring the students inside.

Parents are asked to say goodbye to their children outside and not enter the building. The classes will meet in the following areas:

[CLICK HERE TO SEE DROP OFF / PICK UP MAP](#)

KM1/KM2 - Mrs. Martin's outside fire exit door (the left of the main entrance)  
KG1/KG2/KR2- Grade K/1 playground (outside entrance C)  
1S, 1C, 1JC, 1G, 1P - The front of the school on Henry Street (left of the entrance)  
2H, 2PR - In the front of the school near entrance E  
3K, 3T - In the front of the school near entrance E  
3/4M, 3/4D, 3/4A - In front of the outdoor learning environment (OLE)  
4B - Grade 2-4 playground beside the ramp  
4G, 4K - Grade 2-4 playground between 4G hut and 4K hut  
2MF, 2KF, 2LR - Grade 2-4 playground - basketball pad (near structure)  
3/4B - Grade 2-4 playground -basketball pad (near fenced in area)  
3R - Grade 2-4 playground - basketball pad - (in front of swings)

### **Hometime**

A supervisor will pick up bus students at their classrooms and walk the students to their bus lines at the end of the day.

After the bus students leave, classroom teachers will walk their students outside to their designated spot (listed above) to meet their parents. Please be sure to communicate any changes of the hometime plan to the classroom teacher and the office ([woodlawn@hsd.ca](mailto:woodlawn@hsd.ca)). Parents who must pick up their child during the school day must report to the outside office window and sign their child out. We are asking that parents not come to pick up their child between 3:30-3:45. This is because we need to limit and keep track of cohorts in the hallways. Parents who arrive after 3:30 will be asked to wait until 3:45 to pick up their child at their designated spot.

### **Parking**

We ask parents to park on Henry Street or in the church parking lot across the street. Please do not park on Barkman Avenue. Parked cars on Barkman Avenue make it very difficult for our bus drivers to get by and block them from seeing students who are crossing the street.

### **Physical Distancing**

Hallway use will be limited and supervised by staff. Floor markings have been put in place to help students social distance with other cohorts.

Staff will work to maintain a two metre distance between themselves and others.

### **No-Sharing Policy And Personal Items**

It is important to reinforce in children the policies of no food sharing and no water-bottle sharing. Generally, these policies are intended to reduce potential exposures to allergens, but the practice of not sharing food or water bottles in schools also helps reduce virus transmission among staff and children.

### **Mental Health and Well-Being of the School Community**

Social and emotional well-being will be the primary focus of our staff for the first few weeks of school and will remain a priority throughout the school year. School will look different and we understand that this may cause some students to feel uneasy or anxious. Our teachers have been in the building getting the physical space ready. Relationships have always been very important to us and teachers will be spending lots of time building a positive culture of learning in their classrooms and helping students build connections with their peers.

Relationships with our parents and families are also very important to us. Because we have to limit the amount of people who enter our building, we are asking parents to only come into the school when it is necessary. We will do our best to find other ways to connect with our families. Please make sure you reach out to the teachers or principals should you have any questions or concerns. Communication will be especially important. Our guidance counsellors, Sandy Caners and Katrina Hamilton are available to work with students who are struggling. Please reach out to your child's classroom teacher if you think he/she would benefit from some time with a guidance counsellor.

### **Communication**

All parents must have a Parent Portal account. E-mail will be our primary mode of general communication. Please make sure that we have your correct email address in our system. If we need to contact you during the day we will call you first and then the emergency contacts listed

for the student. Please make sure that we have the correct contact information. This can be done on the parent portal.

Classroom teachers will communicate with families through SeeSaw, email, or phone calls.

### **Screen for Symptoms**

It is important that children are screened by their parents every morning. If your child has COVID-19 or flu related symptoms, keep them at home. An up-to-date list of symptoms can be found on the [COVID-19 facts page](#). Use the province's [Self-Assessment Tool](#) to check if your child should be tested for COVID-19. Call Health Links at 204-788-8200 or 1-888-315-9257 if you notice symptoms or if you need more information. If a student begins to show symptoms at school, they will be isolated from students and staff and a medical mask will be provided unless there are safety issues that prevent the student from wearing a mask. The parent/guardian will be notified and the expectation is that the student and their siblings will be picked up immediately. Make sure the school has your current contact information and a back up to call if you can't be reached.

All staff will self screen every morning and will not attend work if they have any COVID-19 or flu related symptoms.

### **General Hygiene Measures**

Hand Sanitizing stations have been set up throughout the school and in each classroom. Students will be supervised when using hand sanitizer. In addition, teachers will schedule times for students to wash their hands throughout the day. Teachers will take the time to teach the students the importance of practicing good hand hygiene. We would prefer if students did not bring their own hand sanitizer. If your child does need their own hand sanitizer it must be unscented and the classroom teacher should be aware that it is at school.

### **Cleaning and Sanitizing**

Our custodial staff will be working hard to keep our school clean. Washrooms and common area surfaces will be cleaned several times throughout the day. Evening custodial staff will clean and disinfect classrooms.

### **Restricting Access to Buildings**

Access to the building must be limited. Parents are asked to drop off and pick up their child at the designated spot outside and to not enter the building unless it is necessary to do so. All visitors must sanitize their hands when entering and wear a mask in the building.

### **Important Documents for your reference:**

[Covid 19 Education Plan](#)

[Restoring Safe Schools Planning Guide for the 2021-2022 School Year](#)

[Restoring Safe Schools, A guide for Parents, Caregivers and Students](#)

Thank you for your continued support. Please contact the school or the school principal, Karen Fraser if you have any further questions. To contact us please call 204 326 6110 or email [woodlawn@hsd.ca](mailto:woodlawn@hsd.ca)

We are excited to welcome all of our students back on September 8!