

August 21, 2020

Dear W.D. Cuts Parents,

We hope that you had a relaxing summer and were able to discover many of the attractions around Alberta. We are looking forward to welcoming you back to school—and for those of you who are new to W.D. Cuts this year, we are looking forward to meeting you!

On July 21, the Minister of Education announced [we would return to school under Scenario 1](#). This will be a new schooling experience for us all, and we intend to progress with care and deliberateness in order to ensure a successful school year. Our school division has outlined a [School Re-Entry Plan](#) based on recommendations by the Chief Medical Officer of Health and Alberta Education. We encourage you to read this plan and to call the school if you are unsure of any of the protocols or procedures shared in this letter.

#### **School Entry/Exit:**

- Before sending your child to school each day, you must complete the [Government of Alberta's COVID-19 Information Screening Questionnaire](#) (link on our webpage). If your child has any symptoms noted on the questionnaire, they cannot attend school.
- Doors open at 8:10. **Do not send your child earlier to avoid gathering issues.** To avoid physical distancing issues families can plan their entry around our 8:30 start time.
- To reduce congestion around the school, we ask that parents drop off and pick up their child at the Water Treatment Plant parking lot west of the school. Your child can then make their way to and from their assigned entrance.
- We ask that parents do not wait around the door areas or leave their vehicles as there will be supervision at each door and around the perimeter of the building.
- Upon entry, students will head directly to their classroom as they will not have an assigned locker and their teacher/educational assistant will greet them there.
- They are asked to sit in their assigned seat and will need to wear a mask when they enter the school and during class time.
- Students will be dismissed by class at the end of the day and exit through their designated door. There will be supervision to encourage appropriate distancing.

**Classroom:**

- In the provincial re-entry plan, a cohort is defined as a group of students and staff who remain together. The size of the cohort will depend on the size of the classroom and the number of students assigned to the teacher. Students will remain in their homeroom classrooms for all core classes.
- The creation of cohort classes that do not move from their classroom, to having a controlled lunch, and rotating through complementary classes as a cohort will reduce the contacts and reduce the chances of spreading COVID-19 through our school community.

**Washrooms:**

- Washrooms will be assigned to homeroom cohorts.
- Washrooms will have posted capacities that students are required to follow.

**Lunch Expectations:**

- Students will eat lunch and be supervised in their homeroom cohort by educational assistants or their teacher.
- Students will have 20 minutes for lunch. They will not have a free-time break, and instead students will have their complementary courses immediately after lunch. As a result, school will end at 2:30 pm, not our regular 3:00 pm dismissal.
- They will not be mixing with other cohorts.
- Cuts will be a closed campus so students will not be able to leave the school during the school hours.

**Complementary Course and PE:**

- Students will stay with their cohort for afternoon complementary courses and will be given **three complementary courses per quarter**. This is happening at all junior highs in St. Albert. This will give the students an opportunity to experience twelve options in the year. If cohorting guidelines change during the year, the school division will re-evaluate the possibility of mixed cohorts to provide options.
- The students will continue to receive 3 periods of PE a week and more than one cohort will have gym at the same time, but will be separated by area, barrier, and teacher. PE classes will be held outside as often as possible as long as the weather allows it.
- Some complementary classes and PE are the only times where students may change classrooms. At all other times, they remain in their homeroom class.

**Parent Communication:**

- Before sending your child to school each day, you need to complete the [screening checklist](#) for/with your child. If your child has any symptoms, please do not send them to school.
- Families can stay in contact with the school and teachers through email and over the phone. All school contacts are on the [school webpage](#).
- If you need to come into the school, you will need to book an appointment in advance. Anyone entering our building must wear a mask and complete the [COVID-19 Information Screening Questionnaire](#) before arriving. Our goal is to have easy and ongoing communication between home and school, and we will make it work during this COVID-19 era.
- If a child at school feels unwell, they will be moved from the class, the class area cleaned, and we will contact their parents; they will be expected to pick up their child immediately.

**Staggered Entry:**

To help our students understand the new rules and procedures in our schools, we will stagger our entry at the beginning of the school year. On these days, a smaller group of students (approximately one-third of the class) will attend. Having smaller class sizes for your child’s first day of school will allow greater care and attention to helping everyone acclimate to hand washing protocols, safe ways to move within the classrooms and school, and the proper use of masks. It will also provide students and teachers an opportunity to begin building critically supportive relationships together.

On the staggered entry days, we will provide your child with information to bring home. Hopefully it will answer many of your questions. Enjoy sitting down with your children to discuss what a school looks and feels like during COVID-19.

The chart below determines their first day of school. Please plan for your child to attend their designated staggered start day. They can bring all of their school supplies with them on this day.

<b>Monday August 31</b>	<b>Tuesday September 1</b>	<b>Wednesday September 2</b>	<b>Thursday September 3</b>	<b>Friday September 4</b>
<i>Staggered entry for surnames A–F</i>	<i>Staggered entry for surnames G–N</i>	<i>Staggered entry for surnames O–Z</i>	<i>All students attend</i>	<i>All students continue to attend</i>

All students will attend together beginning Thursday, September 3. A map of our school will be posted next week on our school website. The map will clearly show what specific entrance each class will be using for entering and exiting the building. Your child's assigned class will be available later next week through Parent Portal and families will be able to identify the entrance their child will be using all year.

On the staggered entry days, we will provide your child with lots of information to bring home. Hopefully it will answer many of your questions. Enjoy sitting down with your son or daughter and discuss what a school looks and feels like during COVID-19.

**Meet the Staff Night:**

- Our Meet the Staff Night will be happening but will be done virtually. Stay tuned for details about how you can meet your child's new teachers online.

We will continue to share information as it is updated from our School Division and the Alberta Government. We will post this information to our [website](#) as well. As we get closer to the actual start date of school we will be communicating more of the finer points outlining measures being taken to ensure a safe environment within our building.

Thank you in advance for your patience and support during these challenging times. Our staff is a very professional group of people and they will work tirelessly to make this new reality seem as normal as possible. We appreciate your flexibility. If you have questions or concerns please contact me at 780-458-8585 or [mike.tod@spschools.org](mailto:mike.tod@spschools.org).

Thank you,

Mike Tod  
Principal