



Highview Elementary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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Memo Re: Morning Announcements/Morning Routines
March 18th, 2018

Dear Parents & Guardians,

At this time, we would like to let you know about a change to the time of our morning announcements and to also review our morning arrival routines at Highview.

First off, we would like to let you know that beginning on Monday, March 19th, the day after March Break, Highview School will be moving the time of morning announcements to just before first nutrition break at approximately 9:50 a.m. With this change, we hope to cause less disruption to our first 100 minute block of learning time. Because of this, it is very important that all students arrive prior to the 8:15 a.m. arrival bell so that learning for all students can begin promptly after arrival and continue uninterrupted for all of our students and staff.

Please also be reminded at this time that the playground and kindergarten areas are supervised by staff between 8:00-8:15 a.m. Students are asked to arrive during this time period on the back playground. Students in grades 1-8 are asked to remain on the paved area during this time while our kindergarten students will stay within the fenced off kindergarten play area. Please note that **students must not arrive prior to 8:00 a.m.** as there is no supervision in place at that time.

At 8:15 a.m., when the morning arrival bell rings, all students are expected to line up and be ready to enter the school with their classes at the back of the school on the playground. Teachers of all grades, Kindergarten to grade 8, will greet classes and provide direction regarding entering the school at this time. Once classes have entered, all doors including the kindergarten doors at the back of the school will be locked and access through these doors will no longer be possible.

Any students (K-8) arriving late to school after the classes have entered will need to walk around to the front of the school and enter through the front doors. **All students entering through the front doors are considered late and must proceed to the office for a late slip.** No students should be entering the front doors of the school prior to 8:15 a.m., and again, anyone entering through the front doors will be considered late.

Please note, that on rainy or extremely cold days, students should arrive at their usual time and will be directed into the school upon arrival between 8:00-8:15 a.m. Students in grades K-8 will enter through their usual a.m. entry doors and proceed to their classrooms where they will be supervised.

Sincerely,

Ms. Corbin-Harper
Vice-Principal

Mr. Pellizzari
Principal