



Sherwood Secondary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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PRINCIPAL: Ms. M. Visca
VICE-PRINCIPALS: Ms. D. Alexandre and Ms. S. Fox
www.hwdsb.on.ca/sherwood

Appointment Scheduling for Student Belongings Collection

Dear Parents, Guardians and Students of Sherwood Secondary School,

As a result of the school being closed for the remainder of the 2019-2020 academic year, we are organizing appointments for the retrieval of student belongings. These appointments will be held alpha by last name:

Last Name Beginning with A – F June 4th 2:00 p.m. – 6:00 p.m. and June 5th 10:00 a.m. – 3:00 p.m.
Last Name Beginning with G – M June 8th 2:00 p.m. - 6:00 p.m. and June 9th 10:00 a.m. – 3:00 p.m.
Last Name Beginning with N – Z June 10th 2:00 p.m. – 6:00 p.m. and June 11th 10:00 a.m. – 3:00 p.m.

To facilitate parents and students entering the building in a safe and orderly manner, you are **required to schedule an appointment** through our online scheduling website **before coming to the school**. While parents may accompany students, only **one** person may enter the building. If you do not need to enter the building before September 2020, you may decline to book an appointment.

If a student requires access to the building but they are unable to attend due to one of the conditions outlined in the **HWDSB Access Guidelines During COVID-19**, they are asked to contact their Principal.

Students should use this opportunity to bring back school property such as library books, textbooks, instruments and cameras, **but not iPads at this time**. If students need to go anywhere besides their locker (eg classrooms) please email our Office Administrator, Ms Smith (bjsmith@hwdsb.on.ca) to make arrangements. For students who do not remember their locker combinations, locks can be cut off. Graduating students who ordered a grad gown may also pick it up at this time.

**** Any personal items left in the school after June 11th will be disposed of. ****

Please note when in the building, everyone must follow social distancing protocols and maintain a minimum distance of 2 metres (6 feet) from others at all times. Enter and exit the building at the Main Entrance (High Street) only. The best way to open the door is to press the accessibility button with the elbow. Everyone must sign in and out at the reception table and sanitize their hands upon entry and exit. Please wear a mask if you have one.

Volunteer staff will be in the building to supervise. Go directly to the space you need to access. Do not socialize. Retrieve what you need as quickly as possible and bring your own bag/box to put your personal belongings/resources in.

Beginning June 1st, at 6:00 a.m. you may book your appointment. To schedule your appointment, please follow these instructions:

1. Go to the Sherwood Secondary School scheduling webpage at <https://sherwood.parentinterview.com>
2. Enter your Student Number or your child's Student Number and click "Sign In". The Student Number can be found on your student schedule or your report card/preliminary report card. If you cannot locate your student number, contact our Office Assistant, Ms Bouchard at kbouchar@hwdsb.on.ca for assistance.
3. Fill in your contact information and click "Continue to Make Appointments"
4. Select the Letter Range that applies to you or your student
5. Select a date and time at which you wish to visit the school
6. Click on "My Schedule" (top left of the page)
7. Print out, email or copy down your schedule

Should you wish to delete an appointment you have made, click on "Delete" beside the appointment you wish to have removed from your schedule.

If you misplace your schedule, you may use your Student Number to retrieve your schedule from the website at any time. If you need help using the service, please email support@parentinterview.com

Thank you for your co-operation during this difficult time.

Sincerely,
The Administration of Sherwood Secondary School