



Westmount Secondary School

PROUD SCHOOL OF HAMILTON-WENTWORTH DISTRICT SCHOOL BOARD

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RETRIEVING PERSONAL BELONGINGS FROM WESTMOUNT SECONDARY SCHOOL

As a result of the Ministerial order to close all schools in Ontario for the remainder of the 2019-2020 school year, parents/guardians/caregivers will be able to schedule a visit for their student(s) to retrieve personal belongings from the school.

Who Can Access the Building?

Access to the school is for students only. There is no access for non-students and siblings. If a parent/guardian/caregiver must attend to support a student, please call the school and leave a voicemail message. A school staff member will return your call to discuss arrangements.

Any student/parent/guardian/caregiver who is permitted to enter the school, must meet the safety requirements of Hamilton Public Health provided below. If a student requires access to the building and is unable to meet these requirements they are asked to call the school and leave a voicemail message.

When Can My Student Access the Building?

To facilitate students entering the building in a safe and orderly manner, parents/guardians/caregivers are required to book one 15-MINUTE VISIT for their student through our online scheduling website before coming to the school. Dates/times are available according to the following schedule:

STUDENT LAST NAME	DATES	TIMES
A-G	June 4	2:00 pm – 7:00 pm
	June 5	9:00 am – 3:00 pm
H-O	June 8	2:00 pm – 7:00 pm
	June 9	9:00 am – 3:00 pm
P-Z	June 10	2:00 pm – 7:00 pm
	June 11	9:00 am – 3:00 pm

Upon arrival at the school, students should proceed directly to their locker and remove any personal belongings. There will be garbage cans in the hallway to dispose of garbage if needed. If a student requires access to a space other than their locker, please phone the school and leave voicemail no later than the day before your scheduled visit. The voicemail must include the student's name, the area (i.e. room number) you need access to, and what item(s) you need to retrieve.

How Do I Book an Appointment for My Student?

Parents/guardians/caregivers can book appointments as of Monday, June 1 at 6:00 am.

Instructions:

1. Go to the Westmount scheduling website at <https://westmount.parentinterview.com>
2. Enter your student's 6-digit *Student Number* and click "Sign in."
The *Student Number* can be found on each progress report sent home by the school.
3. Fill in your contact information and click "Continue to Make Appointments."
4. Select the Letter Range that applies to your student.
5. Select the Date and Time at which your student wishes to visit the school.
6. Click on "My Schedule" (top left of the page).
7. Print out, email or copy down your schedule.

If you experience any difficulty using the service, please email support@parentinterview.com or call Parent Interview toll-free at 1-866-810-0076.

What Should My Student Bring with Them?

Teaching and learning continues until June 26th so keep books, technology and other things you need at home. Students should bring:

- any books, uniforms, musical instruments and/or other school materials that you won't need in June,
- and **something (i.e. a bag or a box) to carry the contents of your locker or other belongings.**

Upon Arrival:

Students will enter and exit through the CAFETERIA/PORTABLE doors near the parking lot of the school. Please arrive at your booked time. We are discouraging lining up outside to support physical distancing. If you must line up, use the cones placed outside the school as a guide to support physical distancing.

Please refer to the "Locker Cleanout Steps – Westmount" for additional details. The "Locker Cleanout Steps- Westmount" document will be available for students when they arrive at the school.

Important Safety Information:

Safety is our utmost priority at this time. To ensure the safety of our staff and families, we are working closely with Hamilton Public Health to ensure we are following the most current guidelines and procedures.

On the day of your booked time, please review the following:

You **must not** enter an HWDSB building if you are experiencing:

- *Severe difficulty breathing*
- *Severe chest pain*
- *Feeling confused or unsure of where you are*
- *Losing consciousness*
- *Fever or Chills (feeling hot to the touch)*
- *Cough (new, worsening, more than usual)*
- *Barking cough, (making a squeaky or whistling noise when breathing)*
- *Shortness of breath (out of breath, unable to breathe deeply)*
- *Sore throat or difficulty swallowing*
- *Hoarse voice (more harsh than normal)*
- *Runny, stuffy or congested nose (unrelated to seasonal allergies or other known causes/conditions)*
- *Lost sense of taste or smell*
- *Headache*
- *Digestive issues (nausea/vomiting, diarrhea, stomach pain)*
- *Extreme tiredness that is unusual (fatigue, lack of energy)*
- *Falling down often*
- *Muscle aches*
- *Pinkeye*
- *For **young children and infants**: sluggishness or lack of appetite*

You **must not** enter an HWDSB building if:

- *You or a close physical contact (living in same home or being within 2 metres for over 15 minutes) has:*
 - *Returned from travel outside of Canada in the last 14 days*
 - *Tested positive for COVID-19 in the last 14 days*
 - *A new cough, fever, or difficulty breathing*
- *You are sick or feel unwell*

If any of the above applies to you, please DO NOT attend your booked date/time. Phone the school and leave a voicemail message. A staff member will return your call and alternate arrangements will be made.