



ÉCOLE SECONDAIRE
HANDSWORTH
SECONDARY SCHOOL



September 11th, 2020

Dear Handsworth Families:

What an amazing two days – it has been wonderful to see almost all our students come through the doors and into the building! We were impressed with our students – they arrived on time for their grade orientations and also had their masks on as they entered school property! I would encourage you to continue to remind your child(ren) of the importance of maintaining social distancing and keeping their mask on while in the common spaces throughout the school. Students are encouraged not to arrive earlier than their scheduled class (or tutorial time) and to quickly make their way home after their face to face instruction is over. We are discouraging any congregating for social purposes on school property.

Thank you again for your patience – the details of the daily schedule have now been finalized. The schedule has been created with safety at the forefront of planning and also minimizing the size of the learning cohorts as much as we are able while maintaining a robust course offering at Handsworth.

GENERAL SCHEDULE HIGHLIGHTS

- The timetable is based on a quarter system.
- Each quarter is approximately 10 weeks.
- Students will take two courses each quarter, for a maximum total of 8 courses in the school year.
- **One course is offered during the morning period; another course is offered during the afternoon period.**
- **The timetable does not rotate. (i.e. the morning period class STAYS in the morning for the entire quarter)**
- Classes in the morning period and afternoon period are each approximately 140 minutes.
- Each day includes Flex Time (to provide time for teachers to meet with students who request additional support, instructional time or teacher preparation).
- There will be designated entrances/exits and students are expected to use these for entry and exit into the building.

GRADE 8 SCHEDULE HIGHLIGHTS:

- **Students will have in-person, in-class instruction for the morning and afternoon classes.**
- Students will be placed into learning cohorts of approximately 30 students who will be scheduled together into the morning class and in most cases the same learning cohort for the afternoon class. *There are a few exceptional circumstances where students may move to another learning cohort for the afternoon.*

GRADE 9-12 SCHEDULE HIGHLIGHTS:

- **Students will have in-person, in-class instruction for the morning class.**
- **Courses in the afternoon class will be hybrid: in-person, online and remote**
- Students in the afternoon class will be divided into 2 sub-groups (A and B) to allow for physical distancing amongst students. The cohorts will be divided equally by legal last name – the classroom teacher will organize the cohorts. The delivery model for Monday afternoon classes will be ONLINE via MS Teams.
- After approximately 5 weeks, the instructional delivery method will switch (i.e. from in-person to hybrid: in-person, online and remote). With this model every student will have approximately 70% of their course delivered with in-person learning.

The Handsworth timetable is extremely complex and as mentioned already we have guided all of our planning with safety at the forefront. Our priority has been to keep our cohorts small and consistent while satisfying the graduation requirements and student course selections from the spring. Counsellors worked with students in the spring to thoughtfully select their course requests – at that time, as is the case every year, students and families were informed that course changes in the fall are extremely difficult. As the timetable build is complete and staffing has been allocated based on the student requests in the spring there is extremely limited ability to make any changes to schedules. The Counsellors will prioritize schedule adjustments for students **without complete timetables** and students **without graduation requirements**. Students who require a schedule adjustment are asked to please contact Counsellors through MS Teams.

A reminder again that the food service operations at Handsworth have been suspended – the school cafeteria, the athletic hot lunch program and vending machines will not be available until further notice. We encourage students to **pack a lunch** and a water bottle and keep a few extra snacks such as a piece of fruit or granola bar available in their backpack. In the event a student forgets a lunch or any other items, there will be a cart outside the main entrance of the school for parents to drop off a labelled item – important to note that this will not be monitored.

As we would like to keep the Handsworth bubbles small, we will ask families to make appointments via email if they need to meet with any staff member, and meet virtually whenever possible.



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In my communication last week, parents were asked to familiarize themselves with the **MS Teams platform** as this will be how teachers will communicate directly with families and students, and will be the instructional delivery platform if the provincial COVID-19 response requires schools to move to either Stage 3 or 4 of [B.C.'s Five Stage Framework for K-12 Education](#). Teachers will send, via MS Teams, announcements of new assignments, messages and invitations to class meetings to students' district email, the same address used to login to Teams. To ensure that these invitations and notifications are not missed, it is recommended that students link their district email to their phone/tablet/computer/device email app. Instructions for creating the account in your email/mail app is available from the device manufacturer. It is important however that it be created as a *Microsoft Exchange* or *Exchange* account. More information regarding MS Teams can be found here: [MS Teams Information](#)

We are looking forward to welcoming all students on Monday morning at 9:35am. For students who were unable to attend the orientation over the last two days, they are asked to arrive at 8:45am and there will be a table set-up outside of the main entrance of the school where students will be able to pick up their timetable and two masks during flex time. Students will then be directed to the Library Learning Commons for their Health and Safety orientation in advance of attending classes.

Sincerely,

Rupi Samra-Gynane, Principal

The Handsworth Community develops empowered, innovative, and compassionate learners who serve and lead with curiosity and integrity.