

General School Information for Parents and Guardians for the 2022-23 School Year

We are very much looking forward to welcoming students and families to Queen Mary Community Elementary for the 2022-2023 school year. Please share relevant information with your child/children before the school year begins. We hope this document, and the content of the associated links, will provide you with information needed for a successful transition into the school year.

Last year, due to COVID-19, we began the year with many pandemic guidelines in place. This year the guidelines for schools continue to focus on health awareness (prevention of spread of illnesses), while relaxing some COVID-19 protocols that were in place in the past few years. Even with these changes in the guidelines, the health and well-being of everyone attending Queen Mary remains a priority.

You can review the [Provincial guidelines for schools](#) online. Below are some highlights from the guidelines that are most important to know as the school year begins:

- Please do not enter the school if you are sick – this applies to staff, students, parents/guardians, and any other adults/visitors.
- Please routinely monitor your child's wellness (health check), and keep them home when they are sick.

If a child becomes ill while at school their parent/guardian will be asked to come to the school to get them as soon as possible. If a parent or guardian cannot be reached, the next listed contact will be called.

"Staff, children, or other persons in the school setting who test positive for COVID-19 should follow the guidance on the [BCCDC website](#) as to how long they should self-isolate. They can return to school when they no longer need to self-isolate as long as symptoms have improved, and they are well enough to participate in regular activities".

<https://www2.gov.bc.ca/assets/gov/education/administration/kinderergarten-to-grade-12/safe-caring-orderly/k-12-covid-19-health-safety-guidelines.pdf> p.11

The wearing of face coverings/masks is optional. Schools will have non-medical masks on hand at the school office for those who have forgotten theirs but would like to wear one.

Regular hand washing routines will continue as a preventative measure.

As per [BC Centre for Disease Control](#) (BCCDC), please teach your child/children good respiratory etiquette practices including:

- Cough or sneeze into elbow or a tissue. Throw away used tissues and immediately wash hands.
- Refrain from touching eyes, nose, or mouth with unwashed hands.
- Refrain from sharing any food, drinks, or unwashed utensils

School gatherings (for example, school assemblies and family events) and team sports will resume in the manner experienced pre-COVID. We will continue to have assigned locations outside for classes to gather at the beginning and end of the day. Teachers will meet students at these locations at the beginning of each day and then walk their students into class. Students will be dismissed from these meeting locations at the end of each day.

In short, while following the preventative measures currently in place as outlined in the guidance documents, we will be able to enjoy a more “normal” school experience this year!

General QM Information:

Parents/guardians are allowed into the school this year. Please enter through the front “Boys” door, or the lower atrium door. Visitors must proceed directly to the office upon entering the school and check in with the office staff before proceeding anywhere else in the building. All visitors must sign in and out at the office.

We encourage “active” travel to school (walking, scooting, biking). We have bike racks at the front of the school and on the basketball courts, and students can carry their scooters or skateboards into the school to store in their classes.

PLEASE note that bikes, scooters, and skateboards are NOT allowed to be ridden on school grounds between 8:30 a.m. and 3:30 p.m., for safety reasons.

If having to drive your child/children to and from school PLEASE note the following:

Parking is available on the streets immediately surrounding the school. These streets can be busy at drop-off and pick-up times, so the best option is to park a block or two away and walk to/from the school with your child - a good form of exercise to start and end the day!

Please use the “drop-off and pick-up” zone in front of the school appropriately – it extends the length of the sidewalk. This area is for stopping **for very short times to drop off or pick up a child**. As per the bylaw, **parking is NOT allowed in this area** – drivers must stay with their vehicle when stopped in this drop-off zone.

Please **DO NOT use the school parking lot** for drop off, pick up OR to turn around. The school parking lot is for staff use only.

Dress your children for the weather of the day! Students will be expected to go outside for recess breaks and outdoor learning engagements, in rain, snow, or shine. Please make sure your child is dressed for the weather of the day. Rain coats are recommended over umbrellas, for safety reasons. It would be very helpful if you could write your child’s name in coats and jackets so we can easily return them to the owner when we find them on the school grounds!

Please send your child to school each day with a healthy snack, lunch, and a filled water bottle. Water bottle refill stations are located on each floor in the school. Most students stay at school for lunch, however having your child go home for lunch is certainly an option! Children leaving the school at any time during the school day must be signed in and out at the office by a parent.

Attendance and Absence Reporting:

Ensuring students arrive safely at school each day is a top priority for all schools in North Vancouver. All elementary schools in the North Vancouver School District use a student absence reporting system called *SafeArrival*, which is part of the [SchoolMessenger](#) platform.

[SafeArrival Absence Reporting](#)

Parents are requested to use this system to report an absence BEFORE 8:40 a.m. if their child is going to be late or absent from school, or if they need to leave during the school day for an appointment. If a child is going to be absent in the afternoon only, we request notification no later than 1:00 p.m. on the day of the absence.

If the school does not receive notification of a child's absence, a staff member will contact the parent/guardian, and if unable to reach, the emergency contact person, to confirm that the student is not at school.

*Please read to the attached **Important Information - Frequently Asked Questions** document for additional, important "general" school information.*

Home-School Communication

At Queen Mary, we strive to have ongoing communication with our parent community. We know that this strengthens community relationships, which in-turn supports the learning of our students.

Communication with/from teachers, and the "Weekly Updates" that Adam and I email to families every Friday are the main means of staying informed of what is happening at school. Our school website is also an important source of information.

Regularly connecting with your child's classroom teacher(s) is recommended and encouraged! If you have information to share or a question that would only take a minute or two of the teacher's time, you can usually catch the teacher for a moment at drop off or pick up times. For anything that involves a longer conversation we ask that you request a meeting with the teacher to provide adequate uninterrupted time for discussion. The best way to reach a teacher is via email (staff emails can be found on the [Staff Info tab](#) of the school website) or by calling the main office and requesting a call back (604-903-3720)

Queen Mary School Website:

www.queenmarycommunityelementary.ca

or [LINK HERE](#)

We acknowledge there is a LOT of information on our school website, and it is not the easiest site to navigate, so in this email we are providing you with a list of links to help you find the information that is most important for you to review as at the beginning of the school year.

Click on the **BOLD titles** in the list below to link to that specific section of our website.

[HOME - Main Page](#)

Note the following:

- Announcements, at the top
- Quick links, on the right side
- News and Announcements and our current or “live” school events calendar, at the bottom of the page

[Contact Information](#) for School office, Admin, NVSD etc..

General QM office email: queenmary@sd44.ca

Jen Wilson, Principal: jwilson@sd44.ca

Adam Stokes, Vice Principal: astokes@sd44.ca

[Staff Info](#)

- Staff list and email addresses

[Calendar and Hours of Instruction](#)

- General school year dates (holidays reporting periods) and daily hours and “bell” schedule
- Instructions on how to report a child’s absence also included in this section.

Parents/Guardians are requested to notify the school BEFORE 8:40 a.m. if their child is going to be late or absent from school.

[School fees and school supplies](#)

[Principal’s messages](#) (an archive of weekly emails) – scroll to the bottom of the page

This message will be posted under the **Principal’s Messages** section for future reference!

[QM Code of Conduct](#)

[QM Parent Advisory Council \(QMPAC\)](#)

Alternatively, search **QME Parent Group on Facebook.**

<https://www.facebook.com/QueenMaryPAC>

The QM PAC will be hosting their monthly meetings remotely, on ZOOM. All QM parent/guardians are invited to join in on these meetings. Our first QM PAC meeting is on **Wednesday, September 28th starting at 7:00 p.m.** Email queenmarypac@gmail.com to request the ZOOM link.

Providing connections and social time for QM parents/guardians is important to QM and the PAC. Our PAC will be hosting “coffee mornings” throughout the year - all parents are invited to attend! The first coffee social is set for Tuesday, September 6th, outside at the front of the school.

[Parents section](#)

AND the sections listed on the left sidebar, especially the [Parent Handbook](#)

Other information to be aware of:

[School Plan](#)

- School Goals and Action Plans

[International Baccalaureate Primary Years Program](#)

[QM Library and Learning Resources Page](#)

[NVSD website](#)

Of note: [Parents Tab](#)

[NVSD Covid-19 Information and Resources:](#)

Hope this helps, as a “walk through” of important information. Please contact us with any questions.

Sincerely,

Jen Wilson, Principal

jwilson@sd44.ca

Adam Stokes, Vice Principal

astokes@sd44.ca