

General School Information for Parents and Guardians for the 2025-26 School Year

We are very much looking forward to welcoming students and families to Queen Mary Community Elementary for the 2025-26 school year. We hope you have had the opportunity to read the email sent out last week providing information about the first two days of school. It has been posted on our [school website](#) for easy reference.

As we launch into the first week of school for the 2025-26 school year, we request all parents/guardians review the following information. We hope this document, and the content of the associated links will provide your family with information needed for a successful transition into the school year.

General QM Information

Office Check-ins for Adults

We welcome parents and guardians into the school and greatly appreciate and value this connection with families. For safety reasons, please adhere to the following whenever **entering the school during the instructional hours** (i.e., after 8:48 and before dismissal time). We kindly ask all adults to follow these procedures even if just quickly dropping off something for a child.

- Upon entering proceed directly to the main office located on the 2nd floor
- Check in with the office staff
 - The office staff will assist with any communication or items needing to be delivered to a student.
 - Adults spending time in the school must sign in and out at the office.

Planning Safe and Active Routes to School

Let's reduce traffic congestion, increase safety, and promote healthy, active lifestyles for our students! At Queen Mary we encourage "active" travel to school (walking, scooting, biking). 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 also ensure that your child has a bicycle lock so that it can be secured outdoors.

For further information and resources [LINK HERE](#).

The following resources provide maps and travel plans to support walking, cycling, and other active ways of getting to and from school:

- District of North Vancouver (DNV) Schools: [\[Safe routes to school\]](#)
- City of North Vancouver (CNV) Schools: [\[Safe & Active School Travel Program\]](#)
- CNV Best Route Maps & School Travel Plans: [Best Route Maps & School Travel Plans](#)

***For SAFETY reasons - PLEASE do NOT ride bikes, scooters, or skateboards on school grounds between 8:30 a.m. and 3:30 p.m.**

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.

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 8:48 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 them, will try the family's identified emergency contact, to confirm that the student is not at school.

This information is available on our [school website](#). Refer to the [Important Information - Frequently Asked Questions](#) document for additional, important “general” school information.

Maintaining Healthy Learning Spaces

Please keep children home when they are sick – for their comfort and to reduce the potential spreading of viruses. If a child becomes ill while at school we will call parents/guardians and request they be picked up from school as soon as possible. We will care for and comfort ill children at the office until they are picked up.

We remind everyone that measles is continuing to spread in BC. Immunization is the best way to prevent measles and is very effective in preventing disease. People can obtain immunization records from their family doctor or via [HealthLink BC](#).

In B.C., children are routinely provided with two doses of a measles-containing vaccine with the first dose of measles, mumps and rubella (MMR) vaccine given at 12 months and the second dose of measles, mumps, rubella and varicella (MMRV) vaccine given at 4 to 6 years. A [free, routine immunization schedule](#) is provided by HealthLink BC.

The BC Centre for Disease Control provides further information: www.bccdc.ca/health-info/diseases-conditions/measles

Dress for the Weather of the Day

Students will be expected to go outside for recess breaks and outdoor learning engagements, in rain, snow, or sunshine. Please make sure your child is dressed for the weather of the day.

- Raincoats are recommended over umbrellas, for safety reasons.
- Please write your child's name in coats and jackets so we can easily return them when found on the school grounds!

Lunches and Snacks

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.

As per Vancouver Coastal Health guidelines, schools are "nut aware". We recommend parents refrain from sending food containing nuts to school until medical "alerts" (especially anaphylaxis) are confirmed. Students eat in their classrooms so your child's classroom teacher will be able to let you know if their class is "nut-aware" or not.

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 students. Communication with/from teachers, and the "Weekly Updates" that the Vice Principal 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 involving a longer conversation, we ask that you request a meeting with the teacher to provide enough uninterrupted discussion time. The best way to reach a teacher is via email (staff emails can be found on the [Staff Info](#) tab of the school website and will be updated with this year's staffing as of Wednesday) or by calling the main office and requesting a call back (604-903-3720).

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 at the beginning of the school year.

Click on the links to access these specific sections of our website.

HOME - Main Page <https://www.sd44.ca/school/queenmary/Pages/default.aspx#/=>

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..

<https://www.sd44.ca/school/queenmary/About/ContactInfo/Pages/default.aspx#/=>

General QM office email: queenmary@sd44.ca

Jen Wilson, Principal: jwilson@sd44.ca

George Polymenakos, Vice Principal: gpolymenakos@sd44.ca

Staff Info

- Staff list and email addresses

<https://www.sd44.ca/school/queenmary/StaffInfo/Pages/default.aspx#/=>

Calendar and Hours of Instruction

<https://www.sd44.ca/school/queenmary/About/Schedule/Pages/default.aspx#/=>

- 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 8:48 a.m. if their child is going to be late or absent from school.

School fees and school supplies

<https://www.sd44.ca/school/queenmary/About/Principal/Pages/default.aspx#/=>

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

<https://www.sd44.ca/school/queenmary/About/Principal/Pages/default.aspx#/=>

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

<https://www.sd44.ca/school/queenmary/About/Principal/Pages/default.aspx#/=>

QM Code of Conduct

[NVSD Code of Conduct QM REV 2025.pdf](#)

QM Parent Advisory Council (QMPAC)

<https://www.sd44.ca/school/queenmary/About/PAC/Pages/default.aspx#/=>

Alternatively, search **QME Parent Group on Facebook**. <https://www.facebook.com/QueenMaryPAC>

The QM PAC will be hosting meetings throughout the year, usually on the last Monday of each month, to which all Queen Mary parents/guardians are invited. The first PAC meeting of this year will be held in our school library, in-person, on Monday September 29th, starting at 7:00 p.m. Unless otherwise communicated, the remaining monthly meetings will be held remotely, at 7:00 p.m., on ZOOM, to make it easier for busy parents to attend. Email queenmarypac@gmail.com to if you have any questions and visit the QM PAC Facebook page for more information and to connect to the Queen Mary community!

Providing connections and social time for QM parents/guardians is important to QM and the PAC. Our PAC will be hosting “coffee mornings” in the school atrium (1st floor) throughout the year - all parents are invited to attend! The first coffee social is set for Friday, September 12th. Please drop by!

Parents section

[https://www.sd44.ca/school/queenmary/Parents/Pages/default.aspx#/=](https://www.sd44.ca/school/queenmary/Parents/Pages/default.aspx#/)

AND the sections listed on the left sidebar, especially the **Parent Handbook**

[https://www.sd44.ca/school/queenmary/Parents/ParentHandbook/Pages/default.aspx#/=](https://www.sd44.ca/school/queenmary/Parents/ParentHandbook/Pages/default.aspx#/)

Other information of note:

School Plan

[https://www.sd44.ca/school/queenmary/ProgramsServices/Library/Pages/default.aspx#/=](https://www.sd44.ca/school/queenmary/ProgramsServices/Library/Pages/default.aspx#/)

- School Goals and Action Plans

International Baccalaureate Primary Years Program

[https://www.sd44.ca/school/queenmary/ProgramsServices/IB_PYP/Pages/default.aspx#/=](https://www.sd44.ca/school/queenmary/ProgramsServices/IB_PYP/Pages/default.aspx#/)

QM Library and Learning Resources Page

[https://www.sd44.ca/school/queenmary/ProgramsServices/Library/Pages/default.aspx#/=](https://www.sd44.ca/school/queenmary/ProgramsServices/Library/Pages/default.aspx#/)

NVSD website [https://www.sd44.ca/Pages/default.aspx#/=](https://www.sd44.ca/Pages/default.aspx#/)

NVSD Parents Tab

[https://www.sd44.ca/parents/Pages/default.aspx#/=](https://www.sd44.ca/parents/Pages/default.aspx#/)

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

Sincerely,

Jen Wilson, Principal

jwilson@sd44.ca

George Polymenakos, Vice Principal

gpolymenakos@sd44.ca