



August 25, 2025

To the École Windsor Secondary Community,

Welcome! On behalf of the Administrative Team here at Windsor, I am thrilled to welcome staff and students back to Windsor. With the 2025-2026 school year poised to begin next week on Tuesday September 2nd, the Windsor Administration, Office Staff, and Counselling Team are already hard at work preparing for school opening. If you are new to Windsor, we know that you will appreciate being a part of our vibrant school community. Windsor enrollment is now at about 950 students, with additional students from across North Vancouver joining us here for our Soccer, Hockey, and Dance Academies.

Information in this letter provides crucial information regarding school start up. Information can also be found on the [Windsor Secondary School website](#). Time sensitive information will be posted on our website, and please be sure to familiarise yourself with our Quick Links section for day-to-day access to information. You can subscribe to the Windsor Calendar [here](#).

Important Dates in September

Students will receive their timetables in their Homerooms after their Grade Assembly

Tuesday September 2nd

9:45am	Grade 8 Student Assembly – Large Gym + Homeroom 10:15am
11:00am	Grades 9, 10, & 11 Student Assembly – Large Gym + Homeroom 12:00pm
12:30pm	Grade 12 Student Assembly - Large Gym + Homeroom 1:30pm

Wednesday September 3rd

8:30am	Mandatory Homeroom Grades 8 for form collection
9:00am	Mandatory Homeroom Grades 9-12 for form collection
9:10am	Regular Wednesday classes (Day 1: Blocks: 2, 3, 1, 4)
7:00pm	Grade 8 Parent Night & Cheakamus Retreat Information

Thursday September 4th

8:30am	Mandatory Homeroom for Grade 8's only
9:10am	Regular Thursday classes (Day 2: Blocks: 6, 7, 5, 8)

Friday September 5th

9:10am	Regular Friday classes (Day 1: Blocks: 3, 1, 2, 4)
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Monday September 8th

7:00pm	Fall Athletics Night – Mandatory for all students (and a parent/guardian) who wish to participate in fall Athletics
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Wednesday September 10th

5:00pm-8:00pm	Windsor Music Welcome Back BBQ
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Thursday September 11th

Windsor Clubs Day

1:00-1:50pm in the Multipurpose Room

Friday September 12th

Photo Day

All Students will be called down by class

Sr. Choir Retreat

6:00pm Multi-Purpose and Choir Rooms

Friday September 19th

Jr. Choir Retreat

6:00pm Multi-Purpose and Choir Rooms

Wednesday September 24^h

Gr. 8 Cheakamus Retreat

Full day at the Cheakamus Center in Brackendale

Please check the [Windsor School Website Calendar](#) for all updated events.

Student Password Change Required

Secondary student passwords expire at the start of the school year and need to be changed annually to provide an extra layer of security and help protect students from potential unauthorized access to their accounts. Students will need to reset their password when they first log in to email, Microsoft Teams, OneDrive, NVSD Portal or a school device.

Students are advised to reset their password at home via <https://tscd.sd44.ca/updatepassword> before the start of the school year. For additional information, please visit Student District Login FAQ. IT staff will be at the school during the first week of September to provide support if requested and school staff can reset students' password if a student can no longer remember their old password.

To change the password, visit <https://tscd.sd44.ca/updatepassword> or scan this QR code:



The new password must have a minimum of 10 characters, requires 3 of the following:

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols (for example, !, \$, #, %)

Students are asked to please also set security questions and a recovery email and/or phone number via <https://aka.ms/ssprsetup>.



Personal Digital Devices: from the Ministry of Education

A Personal Digital Device (PDD) is any personal electronic device that can be used to communicate or access the Internet, such as a cell phone or a tablet.

For the safety and well-being of students and to create a focused and productive learning environment, the Ministry of Education requires all schools in the province to restrict student use of cell phones and other personal digital devices while at school.

The North Vancouver School District (NVSD) is focused on “devices off, learning on.” In preparation for the 2025/2026 school year, I would like to share with families the NVSD Code of Conduct and Windsor Code of Conduct related to PDDs:

All students in the school community are expected to leave personal digital devices at home, in their bag/backpack, and/or in their locker during instructional time. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

If you need to contact your child during the day, please call the Windsor office at 604-903-3700.

Windsor staff are committed to enabling focused instructional time, and we appreciate your understanding and cooperation as we strive to create the best possible educational environment for all students. We look to parents, families, and community members to also model, support, and educate students on what it means to be a responsible digital citizen. Please find listed below some resources that may be helpful for continued conversations about the safe and responsible use of technology:

- [Digital media: Promoting healthy screen use in school-aged children and adolescents | Canadian Paediatric Society \(cps.ca\)](#)
- [Online safety - Province of British Columbia \(gov.bc.ca\)](#)
- [Welcome to MediaSmarts | MediaSmarts](#)

We appreciate your ongoing support as we navigate this new chapter of digital awareness and the positive impact on student mental health, on online safety, and on engagement in learning.



New Staff

Our returning families will notice that we have had a few teaching and support staff changes as a result of retirements, leaves, and transfers. We welcome the following staff to Windsor:

Greg Hockley – Vice-Principal

Chris Barnes – Counsellor – Supporting our Grade 12's and Learning Services

Jaqueline Weston – Photography, Digital Media and Yearbook

Brandon Collier – Sciences Humaines and Français Langue Seconde Immersion

TBD – Physics and French Immersion Science

Jodie Jensen – Supervision Aide

Daily Schedule

Our timetable is linear. Students will take four classes each day, alternating on each day, for a total of eight classes for the duration of the school year. Classes are seventy minutes in length. There will be three classes in the morning, an hour-long lunch break, and then one class in the afternoon. Link to the schedule can be found [on our website here](#).

School begins daily at 8:30 am with Tutorial. Classroom teachers will provide students with their tutorial schedule during the first week of class. Morning tutorial time is the primary way for students to seek additional support and enrichment from their teachers. Teachers may also require students to attend tutorial at their discretion to support student success. We appreciate your support in setting the tone that tutorial is instructional time. On occasion, the Counselling Department and Administration may require students to be present at assemblies or homeroom during morning tutorial time.

Windsor Mission Statement & School Plan

Windsor aspires to be a vibrant learning environment where individuals respect and encourage each other to develop the competencies to thrive in a rapidly changing world. We strive to foster engaged, critical thinkers, and compassionate, educated citizens.

Last year, Windsor students indicated that they wish to develop skills to be autonomous learners able to take ownership of learning to be accountable, persistent, and reflective. They indicated that with Windsor's established culture of support, they feel that our school goal should reflect a culture that demonstrates and celebrates the above skills as they strive to meet their personal goals.



Fall Athletics

Windsor has a strong tradition of athletics. We encourage new and returning students to get involved. To support those interested in participating this year, all student athletes intending to take part in a fall sport, along with one parent/guardian for each student, are asked to attend the Fall Athletics Night at 7pm on Monday, September 8, 2025. The meeting will take place in the Multi-Purpose Room. Those unable to attend are to contact the Athletic Director, Mr. Fong, at mfong@sd44.ca.

Student Course Assignments

The ability to change course assignments is limited to students with INCOMPLETE or INCORRECT timetables. Forms need to be picked up at student services AND signed by parents before counsellors can reschedule. Students must continue attending classes they have been assigned. A counsellors will contact students once changes are made or if more information is needed. The deadline for course changes is September 19th.

Cafeteria Service

Our cafeteria will be open for service at lunchtime. There will be no service in the morning nor during the day. Our cafeteria will open for the school year during the third week of September. Students may also access hot water from a dispenser outside the main office.

International Homestays Needed!

Our International Student Program is seeking new homestay families. Homestay families play an integral part in the experience for international students and are part of the strength of our programs. There is a particular need for homestay placements East of the Seymour. If you are interested, please contact our Director of International Student Programs, Amy Shoup at ashoup@sd44.ca.

2025/26 Grade Administrator and Counsellor Assignments

Grade	Administrator	Counsellor
8	Jennifer Tieche	Megan Brady
9	Greg Hockley	Megan Brady



10	Jennifer Tieche	Sue Maquignaz
11	Greg Hockley	Mancy So
12	Caren Hall	Chris Barnes
International	Greg Hockley	Mancy So

Please continue to access our [Windsor Website](#) for updated school information and upcoming events.
We look forward to learning with our Windsor students this school year.

Kind regards,

Caren Hall, Greg Hockley, and Jennifer Tieche
Windsor Secondary School Administrative Team