



Director of Instruction: Ellen Roberts
PAC Chair: Andrea Jacques
Office Clerical Staff: Carm Spirli

Principal: Allison Kerr
Vice Principal: Doug Styles
Office Administrative Assistant: Debby Morrison

On behalf of Roberts staff, we welcome you to the 2017-18 school year! A special welcome to our new families – we are happy to have you join our community. For returning families, we are delighted to have you back. We want to assure you that we are a dedicated group of educators with a desire to provide the best educational experience for your child.

Our warmest regards,

~Allison Kerr and Doug Styles

Roberts Code of Conduct

Each term, teachers educate students on different components of our Code of Conduct. Please talk with your child at home about their responsibility to follow our shared expectations at school. We see these as positive virtues that help all students to self-regulate, co-regulate, and grow as global citizens to understand and resolve differences in positive ways. ARMOUR is used to help remind us . . .

- Attitude is everything
- Respect for others
- Model fair play
- Own your actions
- Understand our diversity
- Responsibility for our school

Supervision of Students Before and After School

For our Grade 1-7 students, our first full day of school begins September 6th.

Our school is a welcoming place for students and parents upon arrival. Students typically start to arrive at 8:45am. Morning supervision begins at 8:40am. All students should arrive by the warning bell at 8:55am. All students are dismissed at 3pm. After school supervision ends at 3:20 pm. Please make child care arrangements for your child prior to 8:40 am and ensure they have been picked up promptly at 3:00 pm. Please make sure that all parent and emergency contacts are up to date in case you are not able to pick up your child or there is an emergency. You will be able to do this when you receive your child's verification form next week.

Thank you for being diligent about dropping off and picking up your child so they are ready to go and on time for their classes.

Roberts School a safe and caring place of learning

Visitors to the School – Signing in and out at the Office

All visitors (that means parents too) are required to report to the school office during instructional time, in order to receive permission to remain in the building after 9:00 am. After signing in, visitors will be provided with a Guest Badge to wear during their visit. Visitors must also sign out at the office upon leaving. This is standard protocol at all Vancouver Schools. We take on the responsibility of caring for each child and ensuring each child's safety while in our care. A sign in posted at every entrance to remind families (and all visitors) of this process.

This policy is strictly enforced during instructional time (not during drop-off and pick-up).

How about if I have to drop off an item (keys, lunch, book) during the day for my child?

Please drop off the item at the school office. A staff member will make certain your child receives it without interrupting the learning community.

If your child is leaving the school during instructional times, they must be signed out in the office. Please make arrangements ahead of time if you are picking up your child during recess or lunch. If you are picking up your child from the playground, please notify one of the supervision aides and then sign out at the office.

It is critical that you sign your child back in when you return so we know that they are safely back at school.

Reporting a Student Absence

Student safety is of paramount importance at the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, we ask parents to notify schools of student absences. If your child will be absent from school, please phone the school to report this absence as early as possible. School offices are busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To Report Your Child's Absence – Please Call: **604-713-5159**.

You will be prompted to give **Robert's School Code: 72**

Student Sign-Out Procedures

When you pick up your child during the school day, please ensure that you sign them out at the school office. If you do not sign out your child, they will be unaccounted for, and the school will identify your child as a 'missing' student and will commence a search of school grounds. If the school staff do not locate the child, and are unable to reach a parent promptly, the school will call the Vancouver Police Department. Therefore, clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches.

Thank you for helping us keep your children safe!

1100 Bidwell Street, Vancouver, BC, V6G 2K4

Phone: 604.713.5055 Fax: 604-713-5057

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How Parents Can Solve a Concern at School

Please remember that your child's teacher is your first point of contact. If parents have any concerns or questions regarding practices or activities occurring in their child's classroom, please discuss these concerns directly with the classroom teacher by phoning the school to book an appointment in order to speak privately with the teacher. Most concerns are solved at this point.

After having spoken to the classroom teacher, an appointment with the administrator and teacher is the second step.

Beyond that, the VSB Conflict Resolution Process for School-Based Concerns can be found at <https://www.vsb.bc.ca/sites/default/files/conflict-resolution.pdf> and can provide more detail as to how parents can solve a concern at school.

Roberts is Allergy Aware school -- VERY IMPORTANT

If your child has any medical condition, please make certain that you have spoken to the school office about your child's needs.

As many families are aware, students will be eating lunch in their learning community. This creates a family feel and a calmer eating environment. However, lunch can also be a time of concern for some of our students who have allergies to food products.

We have students at Roberts, spread out among the grade levels, with severe life-threatening allergies. Most have an allergy to nut products (peanuts, cashews, pistachios, hazelnut, etc..)

The smallest amount of Nutella, or peanut butter on a friend's hand could be transferred to a book, pencil, ball or skipping rope and cause anywhere from hives, vomiting or anaphylactic shock and, without immediate emergency medical assistance, loss of consciousness and worse. Therefore, protection of anaphylactic children requires the school to establish guidelines for everyone.

The school has established an emergency plan for the students. Our objectives are to establish and maintain, to the extent possible:

- classrooms and common areas free of any substances that place the student at risk of anaphylactic shock
- school practices that reduce the possibility of exposure to substances that cause anaphylactic shock – **students will not share any food, forks, spoons, and food containers. They will also wash their hands after eating food.**

Our staff will be discussing the above points with students and we hope that parents will support our efforts. While this request may pose an inconvenience for parents when packing your child's snack and lunch, I wish to thank you for your understanding of these potentially life-threatening allergies. If it were your child, you would want to ensure that the school is doing everything possible to keep your child safe.

Thank you for your attention to this matter.

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Grade 6 and 7 Students at Lunch

Our grade 6/7 students may request parent permission to leave the school grounds at lunch. The signed parent letter (which is provided to each grade 6/7 child via their classroom teacher) clearly indicates that when off grounds, students are not supervised by school staff. Please consider this before signing.

School Calendar and Upcoming Events

Please refer to our school online calendar at <http://lordroberts.vsb.bc.ca> for an up to date calendar.

Our PAC Chair, through the PAC newsletter is always wonderful at highlighting other community based events.

Upcoming September Events:

- Meet the Staff, September 13th, 5:30 – 7:30pm.
- Professional Development Day (school not in session for students): Friday September 22nd

Paperwork in the Starting Weeks

In the near future, all students will receive:

- “Student Information Verification Form” (a back to back page to verify contact info is correct -- VERY IMPORTANT!). Emergency contact numbers should be for people who will be able to come to the school quickly in the event that a parent cannot. We also request an outside of the area contact specifically appropriate in the event of a major catastrophe such as an earthquake.
- School Fees Letter
- Acceptable Use of Technology form (AUP)
- Canadian Anti-Spam Legislation (CASL) forms
- Personal Information and Personal Media Consent forms.
- Neighbourhood Walk Permission Form
- Canadian anti-spam legislation release (For new students only. Families that have previously consented to receiving emails from Roberts will not be asked to complete this form again)
- Student Accident Insurance (IAP Kids Plus) enrolment forms

Thank you for returning the above stated forms to your classroom teacher ASAP

We look forward to a great year!

Please note: This is the only newsletter that will be in print format. All messages/notices – with the exception of field trip forms, will be posted digitally on our website and sent via email.

Please ensure your email address is up to date via our student verification forms or by calling the office.

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