

**École Trafalgar Elementary School**  
4170 Trafalgar Street, Vancouver, BC, V6L 2M5  
Tel: 604-713-5475 Fax: 604-713-5477  
Safe Arrival (to report absence/late) 604-713-5479

Principal : Mme Jacque Lavoie  
Vice-Principal : Mr. Sean Rupert  
Administrative Assistant: Ms. Sharmila Patel  
Direction of Instruction: Mr. Aaron Davis  
PAC Co-Chairs Tracey MacLeod, Christiana Luo  
[trafalgapac.ca](http://trafalgapac.ca)

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## Newsletter #1

**Friday, September 7<sup>th</sup>, 2018**

We hope that you were able to take some time to enjoy the summer, and had a restful and memorable summer. A special welcome to new families who are joining us this year. Staff have been working hard preparing their classrooms and we are all excited



to be starting this school year with you. A special thank you to Leon and Henry, our Building Engineers, for all their hard work over the summer in preparing the school to get it ready for us. Everything looks shiny clean- thank you! And thank you to Ms. Sharmila, our Office Administrator, who has been back at work since August 23<sup>rd</sup> getting everything in order in the office.

I look forward to an exciting and productive year working with the new PAC executive, all parents, staff and students to continue to make Trafalgar a caring, safe and academically challenging school.

To all of Trafalgar parents, thank you in advance for your continued support of our school and your child's education. Staying involved on a daily basis will send a clear message to your child that learning is important.

Wishing you all a great school year!

I welcome your comments, questions, and suggestions. Please feel free to contact me by telephone, email or drop in.

Sincerely,  
Jacque Lavoie  
Principal

## New Classes

We are pleased to share that we experienced a very smooth start-up thanks to everyone's support! Staff were very pleased that we were able to begin with our new classes on the second and third day of school. Staff worked extremely hard on class placements and do take a great deal of time ensuring that students are placed in the best possible learning environment. We thank you for your support in this matter and do appreciate that our professional judgment is respected. Students are nicely settling into their new routines and the curriculum is being rolled out. Our enrollment is at 441 students with 20 divisions.



Our organization for 2018-2019 is as follows:

Division	Grade	Name	Room
1F	6/7	Mme. Bonita Hoppen	217
2	7	Mr. Nicholas Kabele	010
3F	6/7	Mme Nadine Cahan (M, T, W, F) Susan Hundal (Th)	214
4	5/6	Ms. Vivian Cai	009
5F	5/6	Mme Ashley House (M/W/Th/F) Mr. Sean Rupert (T)	216
6F	4/5	Mme Laure Larpent	218
7	4/5	Ms. Alison Robbins/Mr. Joel Fleming	219
8F	4	M. Guillaume Robidoux	215
9F	3/4	Ms. Sylvie Archambault	111
10	3/4	Ms. Dorothy Goodison	105
11F	3	Mme Anne-Marie Lascelles	109
12	2/3	Mr. Tony Wong	102
13F	2	Mme Maryanne Cruickshank	110
14F	2	Mme Agnes Jacquet	108
15F	1/2	Mme Lianne Nosyk	113
16F	1	M. Marc Gurumeta	103
17	1	Ms. Harp Dhillon (Th,F)/Ms. Dity Arvanitis (M,T,W)	104
18	K	Ms. Monica Andres	100
19F	K	Mme Dema Asad	106
20	K	Ms. Margo Jacobson	101
English Resource		Ms. Erin Macfadden	118
English Resource		Ms. Harp Dhillon (M,T,W)	118
French LAC		Mme. Louise Plante	204

## Meet the Teacher and Welcome Back BBQ



Come meet your new classroom teacher on **Thursday, September 20<sup>th</sup>.**

**Two sessions will be held:  
5:00-5:30 pm and 5:30-6:00 pm.**

At this time, your child's teacher will share with you their program, routines, expectations and answer questions. Students are welcome to attend and will be invited to the gym to watch a movie during the teacher presentations. As this session is for all parents of the class, teachers will not be able to discuss individual students'

progress. Individual student conferences will be held in October. Following the teacher presentations, join us for a bite to eat and reconnect with parents and families and meet new members of our community. Staff will be joining you after 6:00 pm. This is an important community building event and a great way to start off the new year.



## Staff News:

We would like to welcome back all our returning staff members.

Please help us in welcoming the following new staff members to Trafalgar.

Mme Hoppen, Mme Hundal, M. Guillaume, Mme Sylvie, Mrs. Arvanitis and our new counsellor Mrs. Garzitto

## Newsletters



Newsletters will be sent home every second Friday via email. They will also be posted on our school website and PAC website. If you have not yet had the opportunity to explore our websites, please have a look at [www.trafalgar.ca](http://www.trafalgar.ca). and the PAC website at <http://trafalgapac.ca/>. You will find a lot of very helpful information.

## Reporting Student Absences



Student safety is of paramount importance and ensuring student safety is a shared responsibility. In order to assist us, 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. Parents should leave a message

on a dedicated answering service by calling 604-713-5479. Messages will be received before the office is open. 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 604-713-5479 prior to 9 am on the first day of the absence.

## Student Sign Out Procedure

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.

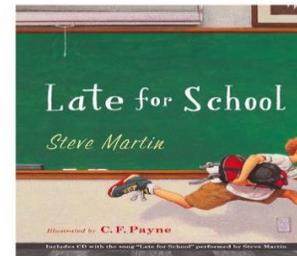
Therefore, clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches.

Thank you for helping us keep your children safe!

# SIGN OUT

## Late Arrivals

Late arrivals are of great concern to staff. We encourage parents to ensure that students arrive at school on time. Promptness is important; late students disrupt the classroom and it is difficult to keep up when valuable instruction time is missed.



## Communication with Teachers and Staff

Email is one tool for communicating with parents but please note that not all teachers are comfortable using email. Some of our staff prefer to have phone or face-to-face communication. If a teacher chooses to use email, please remember that email is appropriate for general communication but teachers are not able to discuss student behavior or progress via email. Issues requiring discussion are to be addressed through a face-to-face appointment. Please call the office to arrange for an appointment with your child's teacher. Issues must be discussed with the teacher first before contacting administration.



Please note that early morning is a time for teachers to plan, meet and prepare for your child's learning. If you wish to speak to your child's teacher prior to classes beginning at 8:55 am, we ask that you make an appointment, as if you simply drop in, they may not be able to meet with you.

In order to minimize classroom interruptions, forgotten back packs, lunches, etc. should be left in the office for the child to collect at recess or lunch.

If you wish to speak with Administration, please contact the office to make an appointment, or you may send Mme Lavoie an email at [jlavoie@vsb.bc.ca](mailto:jlavoie@vsb.bc.ca). Mornings are a busy time in the office, therefore best to set up an appointment.

## Playground Supervision

There are two staff members on supervision duty before school from **8:40 am until 8:55 am** and two staff members on duty after school from **3:00 pm to 3:15 pm**. Students arriving in the morning are asked to wait **outside**, as this is where the supervision is.

At 3:15 pm, a second bell will ring. This bell is a sign for students, who have not yet been picked up by an expected adult, to come into the office and to let us know. Ms. Sharmila, Mme Lavoie or Mr.

Rupert will always be around at that time and will contact an adult. Please remind your child to come into the office if they have not yet been picked up by the second bell.

Before 8:40 am and after 3:15 pm there is NO adult supervision outside, therefore children CANNOT be left on their own.

Children are NOT permitted to use the office telephone to make social arrangements. For safety reasons, skateboards, scooters and roller blades ARE NOT to be ridden on school grounds during school hours, from 8:40 am to 3:15 pm. Students and parents are requested to walk their bikes, etc. on the school grounds.



## Recess and Lunch

Welcome back to our hard-working Supervision Aides Ms. Yvette, Ms. Terri and Ms. Corinna.



The three of them are on duty at recess and lunch and therefore are at Trafalgar from 10:30 am to 1:00 pm.

One Supervision Aide is always supervising the play structures, one is out back, and one is in the front of the school.

Our Supervision Aides are very visible, as they wear the bright VSB orange and yellow vests. Under no circumstances are students permitted to leave the school grounds at recess.

The Supervision Aides also supervise the students during the lunch hour. Administration also helps with lunch hour supervision.

Unless the office is notified in writing by parents that other arrangements have been made, students are to remain on the school grounds during the lunch hour 12:10-1:00 pm.

Grade 6 and 7 students will have permission to leave the grounds at lunch on Thursdays, only if the permission form for this special privilege was signed by a parent. Form to follow soon. Students are expected to play outside and to come dressed for the weather.

## Medication

If ever your child is prescribed a medication that needs to be administered during the school day, this includes a puffer, Epi Pen, Ms. Sharmila, our first aid attendant, would be the person responsible for administering the medication, but would only be able to do so if we receive the signed VSB form from your physician. These forms are available at the office. This protocol is put in place by the VSB for your child's protection.



All staff are trained on how to use an Epi Pen, in the event of an emergency, by our school nurse.

## Valuable Personal Items

Valuable articles, money, games, toys, iPod, and all other electronic devices should not be brought to school unless specifically requested by the classroom teacher.



## Cell Phones at Trafalgar

See Trafalgar guidelines attached



## Parking

Parking is extremely limited around the school. Please respect the new parking signs accordingly and drive safely. A big thank you to the PAC executive for initiating the instillation of the parking signs along Trafalgar St. to ensure our students are safe when being dropped off and picked up.

## Peanut Allergies

Some of our students have life threatening allergies to nuts and peanuts. We ask your assistance in ensuring that students do NOT bring any foods containing nuts, tree nuts, peanuts or peanut butter to school. This includes at parent events as well.



## Volunteer

If you are planning to volunteer during the school year, please come to the office to sign a "Volunteer Conduct Agreement." We appreciate your help. 😊



## IMPORTANT DATES

See attached school calendar

**TUESDAY, SEPTEMBER 11** – First PAC meeting - 7:00 PM

**THURSDAY, SEPTEMBER 20** - Welcome Back BBQ and Meet the Teacher

**FRIDAY, SEPTEMBER 21** – Pro D day – no school