

Ponsonby Public School

Welcome to the 2020-2021 school year!

We are looking forward to welcoming all of our new and returning students back to Ponsonby this September!

As you are aware, the Upper Grand District School Board has put extensive plans in place for the school year. Our school has now created plans that include both operational changes (how we manage the people and resources within the school) and health and safety changes (our response to the COVID pandemic). We hope this document will help answer your questions regarding the specifics about the opening day and first week of school.

Please also look through our Board Parent Handbook, for more detailed information about the changes for this school year. There is also a link to the Board Website and the Parent Question and Answer (Q&A) page.

[Link to Parent Handbook](#)

[Link to Board Website and Parent Q & A](#)

Staggered Entry

We will be having a “staggered entry” for all students this year. This means that all students will come to school with approximately half of their classmates. This will allow us to carefully review and establish safety routines with fewer students in the building. These groups are being determined by students’ last names.

Please refer to the chart below for important dates and details for your child for the first two weeks of school:

ELEMENTARY IN SCHOOL STAGGERED ENTRY:

IN-SCHOOL LEARNING:					
JK to Grade 8 staggered entry to the school year - Entry by Last Name					
	Mon. Sept. 7	Tues. Sept 8	Wed. Sept 9	Thurs. Sept 10	Fri. Sept 11
All students (JK-Grade 8)	Labour Day Holiday	DD classes only - full day	DD classes only - full day	Last name A-L only - full day	Last name M-Z only - full day
	Mon. Sept 14	Tues. Sept 15	Wed. Sept 16	Thurs. Sept 17	Fri. Sept 18
All students (JK-Grade 8)	Last name A-L only - full day	Last name A-L only - full day	Last name M-Z only - full day	Last name M-Z only - full day	All JK - Gr 8 students attend full day

Regular School Days

School will resume full-time and each day for all students starting on September 18th.

School Schedule

*** Supervision begins at 8:40 a.m. Please do not drop students off before this time.**

9:00 a.m.	Classes begin
9:00 - 10:40 a.m.	Instructional Block #1
10:40 - 11:20 a.m.	First Nutrition Break
11:20 - 1:00 p.m.	Instructional Block #2
1:00 - 1:40 p.m.	Second Nutrition Break
1:40 to 3:20 p.m.	Instructional Block #3
3:20 p.m.	Dismissal

What to Bring to School

Please keep your child's personal items to a minimum! To support a safe and comfortable environment, students are asked to bring the following items **clearly labelled** with the student's name:

- Knapsack or tote bag for personal belongings
- Face masks - they may need more than one
- Personal water bottle
- Seasonal outdoor wear (we are not requiring 'indoor shoes' at this time)
- Only those items that are necessary for the day (e.g., pencil case, calculator, pens, pencils)
- Students may bring their own devices, but they must be wiped by the student upon entry and before leaving at the end of the day

Note: Hooks and cubbies will not be used for the 2020-2021 school year. Students will be required to keep all personal belongings with them throughout the day. Students may put their supplies into their assigned desks during the school day, but desks must be emptied at the end of each day. Bags will be kept on the back of student chairs.

Students are asked to bring a minimal amount of personal belongings to school.

Please do not send scented hand sanitizer with your child to school as we need to be conscious of allergies and sensitivities and maintain our scent-free policy.

Note: Additional information will be provided to families about how the school will help students manage winter boots and coats when cold weather arrives.

How Will I Know What Class My Child Is In?

Your child's teacher will call on September 8th or 9th. Aside from introducing themselves, they will confirm start date information, provide class information and let you know where to meet on the first day.

After the call (or message), if you have questions, please make your way to the tarmac on your designated first day and check in with staff members at the information table.

NOTE: No changes to classes can be made.

Daily Before Coming to School

COVID-19 Screening:

- All parents must screen their children every day before leaving home for symptoms of COVID-19. If there are symptoms, children need to stay home from school. If COVID-19 is suspected, testing is recommended.
- Link to [self-screening tool](#)

Riding the Bus

Students will wear masks while on the bus. Special circumstances may dictate that a student cannot wear a mask; please contact the school if you need to discuss this matter. There will be a seating plan for students riding the bus. The operator of the bus will be wearing PPE. The school board does not decide the COVID-19 safety protocols for student transportation. For more information, visit the STWDSTS website at <https://stwdsts.ca>.

First Day of School Procedures

As mentioned above in the staggered entry plan, **Thursday Sept. 10 is the first day for students with last names beginning with A - L.** and **Friday Sept. 11 is the first day for students with last names beginning with M - Z.**

Morning Drop Off for Bus Students

There will be staff waiting for buses to arrive in the morning and after school. Staff will be waiting for the kindergarten bus students to come off the bus and will lead the students into the kindergarten fenced area where they will be divided up into their proper classes. Teachers will greet the students at the kindergarten yard door. Bus students in grade 1-6 will be dropped off at the small entrance to the tarmac by the gym. Students will be escorted by staff to their teacher's line for attendance.

*Staff on duty will help to monitor physical distancing protocols.

If your child has medication or Plan of Care forms, these forms and medication can be given to staff at the information table. New forms will also be available.

* Please have your children dressed for the weather.

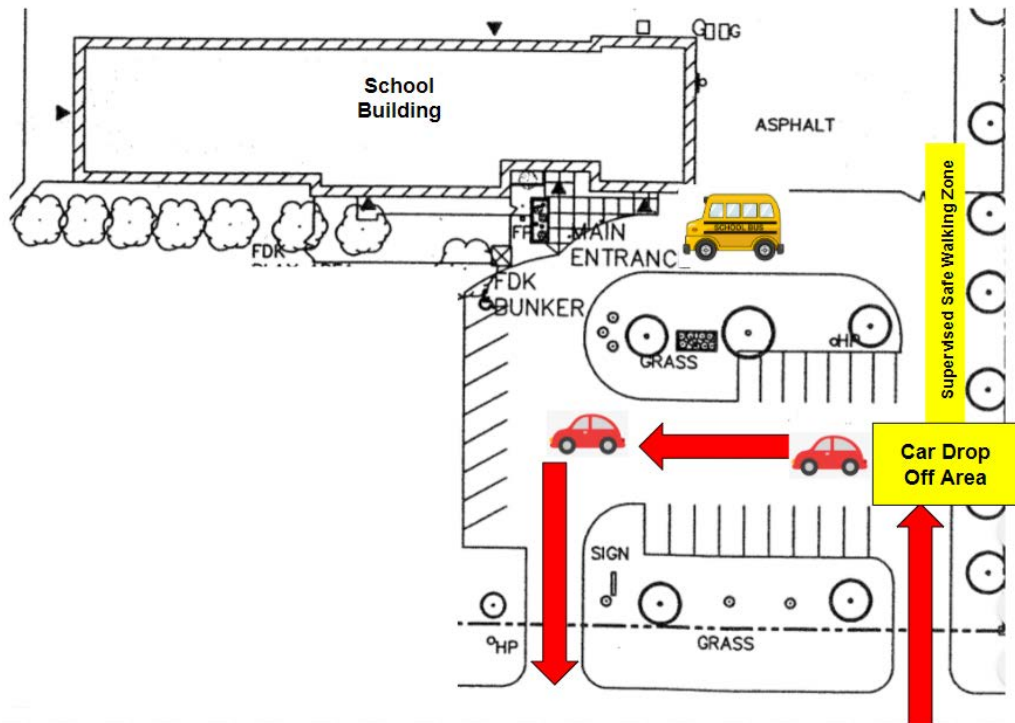
Morning Drop-Off for Students Arriving by Car

* Please plan to arrive no earlier than 8:40 a.m.

Parents/guardians who are driving their children to school need to enter through the south driveway. There will be a designated drop-off zone at the south end of the parking lot with a driving area through the middle section of the parking lot (not the bus zone). A safe walking zone will be marked for students to walk to the tarmac to meet their teachers. Given the extenuating circumstances this year, we ask parents to please remain in their vehicles and proceed through the drop-off area quickly and safely and then exit the parking lot. Parents will not be allowed to enter the school. Students will meet their class and teacher at their arrival location; classes will need to remain in their “bubble” and not mix with other classes. Signs will indicate each class’s location.

Please see the map on the following page for further details.

Please note the vehicle path and Car Drop-Off Zone on the map:



Class Meeting Locations:

Once students arrive at school they will look to see the grade sign the teachers are holding. Kindergarten students will meet in the kindergarten yard with their teachers. Mr. Cruickshank's class will be at the soccer standards. Ms. Hart's class will be meeting at the bottom of the hill, Mrs. Swan's class will meet at the top of the hill, Mrs. Crawford's class will meet at the top of the hill closer to the fence, Mrs. Salmon's class will meet on the big tarmac by the fence and Mrs. McKee's class will meet in a line in the middle of the basketball court.

School Greeters

A "Greeter" will meet each student at their assigned point of entry first thing in the morning. Students will be reminded to put on a mask and to socially distance as they enter the building and they may assist with hand sanitizer.

Entering the School Building

The process for entering the building will be staggered and teachers will take their time entering the building on the first day. We will have one class enter at a time through the front doors. Students will move directly into their classrooms upon entry. This will be the only door that students will use for entering the building, for accessing outdoor activities and recess.

Students in grades 1-6 will enter the school in their class lines through the front door. When they are going outside for recess or for outdoor learning these students will exit out the north doors facing the portable.

Kindergarten students will enter their classrooms through the kindergarten doors within the kindergarten yard. These doors will also be their exit doors for recess and outdoor learning.

Late Arrival

If your child is arriving late to school, please call the office to inform administrative staff of the student's arrival in the parking lot. The office staff will greet your child upon arrival. If a student comes alone, remind them to knock on the office window or front door to let Mrs. Doering or Mrs. Peet know of their arrival. Late students must enter through the front doors wearing a mask.

Hand Washing and Sanitizing

All staff, students and essential visitors will be expected to conduct proper hand hygiene, washing hands with soap and water for at least 20 seconds or using hand sanitizer, at the following times:

- Upon entering the school
- At regular time intervals throughout day
- Before/after eating food
- After using the restroom
- Before/after outdoor play
- After sneezing or coughing
- Before putting on and after removing PPE and/or non-medical masks/face coverings.

Where possible, windows will be opened to allow fresh outdoor air into the school.

Class Groupings

Students remain with only their class during the day, including during recess and lunch. This class is considered their “cohort.”

There will be signage on walls and floors to help students maintain physical distance from one another, where possible. Staff will attempt to maximize physical distance between chairs and tables/desks in all rooms. Staff will avoid activities involving shared objects/toys and look to move activities outside to allow for more space.

Nutrition Break/Recess Procedures

We will be implementing a reverse recess model as follows:

Students will be divided into their Last Name Groups for nutrition breaks and recesses. For the first nutrition break, students with last names beginning A to L will eat in their classrooms for the first 20 minutes of the break (10:40 a.m. – 11:00 a.m.). Students with last names beginning M to Z will be outside for recess (10:40 a.m. – 11:00 a.m.). This will switch for the second half of the nutrition break (11:00 to 11:20 a.m.), with last name group A to L outside for recess and last name group M to Z in their classrooms to eat.

During second nutrition break, students with last names beginning M to Z will eat their lunches during the first 20 minutes of the break (1:00 p.m. – 1:20 p.m.) while students with last names beginning A to L are outside for recess (1:00 pm – 1:20 pm). These

two groups will then switch for the second half of the nutrition break (1:20 p.m. – 1:40 p.m.).

Classroom teachers and planning time teachers will be available to assist the kindergarten students with their lunch and to help them with their containers.

At recess time the back field will be divided into 6 classroom play areas. Classes must stay within the boundaries of their area and not go into another class's area. Kindergarten students will be playing within the kindergarten fenced area and the front grass where the soccer pitch is. At this time the playground and swings are closed to all students.

End of Day Procedures

Our exit location is the North door. Parents should safely distance themselves if coming to the school to pick up their children. Please arrive 5 minutes prior to dismissal to ensure we can have students safely exit the building into your care. Classroom teachers may provide more specific details pertinent to their class departure process.

Students leaving on the bus will be released to their particular waiting area in a staggered way that encourages physical distancing.

Teachers will line their students up at the doorway of their classroom. Staff will have walkie talkies to ensure that no one is in the hallway when it is their class's turn to exit the building.

During the first two weeks, we will continue with this procedure. All students must exit out the north doors.

Communication with the School

Please do not hesitate to contact the school if you have any questions or concerns. The school phone number is 519-824-9447 ext. 201 (Mrs. Peet) or ext. 223 (Mrs. Doering).

We will be sending home our regular package of information on the first day of school. Please complete the forms, and return them to your child's teacher as soon as you can.

