

MARY JANE SHANNON ELEMENTARY

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Principal: Ms. Juanita Coltman
Acting Vice Principal: Mr. Tom Lewis



2020-2021 #1

September 4, 2020

Look for newsletter and other school information posted
on our school web site:

www.surreyschools.ca/schools/mjshannon

Translation Options to view this update in a language option of your choice, please review and enable the message translation options available through your email provider. While not exhaustive, we have provided links to popular email providers [Microsoft Outlook](#) and [Gmail](#).

PRINCIPAL MESSAGE

IMPORTANT INFORMATION FOR SCHOOL OPENING WEEK

Dear Families,

It is time for school! Though this September is certainly looking different from other school years, we want to welcome you back to whatever option you have deemed most appropriate for your family context. This newsletter will provide you with some important details for our first week of school. We encourage you to share this information with your neighbors who may not have a current email recorded in our school files. This newsletter is also available on our school website. Please sign up for our electronic newsletters if you have not yet done so. This will be an especially important mode of communication moving forward.

We have had some staffing updates since those shared in the final June newsletter. We would like to welcome the following staff to the Mary Jane Shannon community:

- Susan McCuaig, Counsellor
- Arlene Lampa, Educational Assistant
- Anuradha Chopra, Educational Assistant
- Lynda Dewit, Deaf and Hard of Hearing Kindergarten

I am pleased to announce we are fully staffed for 2020-21! The first day of Face-to-Face instruction for students is September 10th and 11th. Students will attend two - 1-hour orientation sessions on these days. The purpose of these sessions is to welcome students back to our school building and to explicitly teach the **Health and Safety protocols** aimed to keep everyone safe. Student groupings for these sessions will be small with no group exceeding 10 students. It is expected that students will move into their Learning Cohort (class division) the following week.

Thank-you for taking the time to read the detailed information below.

Juanita Coltman, Principal

Orientation Session Schedule for September 10th and 11th

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| Students in Grades 1-3 Time: 9:00-10:00am | Grades 4-7 Time: 11:00-12:00pm |
| Grade Meeting Locations: Grade 1: Front of School (hopscoches area) Grade 2: Basketball Court Grade 3: Gravel field (baseball back stop) | Grade Meeting Locations: Grade 4: Gravel field (baseball back stop) Grade 5: Basketball court Grade 6: Back entrance door (playground) Grade 7: Undercover area |

New Students to MJ Shannon

*New students please report to **Exterior Library Doors** (Follow Signage)

Students will be brought back to their meeting locations after the session is complete. **Students should return to their same Orientation Classroom on Friday.**

Students who are enrolled in the “Surrey blended” elementary transition program will receive an orientation during the week of September 14th.

Kindergarten Students Time: 12:30-1:30pm

Meeting Place – Kindergarten Courtyard - Names will be posted outside the Exterior Doors.

Please note that Kindergarten students only attend one session during this first week. An email outlining the gradual entry schedule was email and sent to each family. (Groups A & C on Thursday and B & D groups on Friday)

SCHOOL SUPPLY LISTS

Grade level lists can be found on our MJ Shannon School Site under the “Students” section entitled “School Supply Lists”. Grade level copies will also be handed out during the Thursday Orientation Session. Please do not send your child’s school supplies during the first week. We ask that student bring a pencil case with their name on it.

INSTRUCTIONAL OPTIONS

As a result of our recent parent survey, the district announced two options for the return to school. Please see the links for a description of both options below. If your family has chosen to attend school full time in our building, simply show up at the appropriate time on September 10th and 11th. If you are considering the ‘Surrey Blended’ elementary transition program option, please note the deadline for registration is **4:00pm, September 8th**. This information is located on MJ Shannon and District websites.

ELEMENTARY OPTIONS

[Full-time in-class instruction](#): This option has students safely returning to full-time in-class instruction with set cohorts/learning groups and physical distancing.

[Surrey Blended: Elementary Transition Program](#): This blended learning option is a combination of online and face-to-face learning through your local school, with a goal of gradually increasing face-to-face instruction. It is available to all K-7 students in the district.

HEALTH & SAFETY GUIDELINES FOR MJ SHANNON ELEMENTARY

In preparation for return to school on September 10th, we have summarized our school's Health and Safety Guidelines. Please note these guidelines align with the Provincial COVID-19 Health and Safety Guidelines for K-12 Settings.

Key Understandings:

- The Provincial plan is based on current epidemiology of COVID-19 in BC, research and guidance from the Provincial Health Officer and evidence that children are at lower risk of developing and transmitting COVID-19, K-12 students in BC are being permitted to return to school full time in accordance with Public Health Guidelines for Schools.
- All Schools must follow the guidelines laid out by the BC Center for Disease Control and Worksafe BC.
- There is no current evidence of COVID-19 transmission in playground environments. Playgrounds are a safe environment. Appropriate hand hygiene must be practiced before and after outdoor play.

School Wide Cleaning Protocols:

- Additional Custodial Support has been provided to each school
- Frequently touched surfaces include doorknobs, light switches, hand railings, faucet handles, tables, desks and chairs will be cleaned 2 x each 24-hour period, including at least once during regular school hours.
- General cleaning and disinfecting of the school will happen once over a 24-hour period.

Illness and Self-Assessment:

- Parents and Caregivers are responsible for assessing their children daily before sending them to school.
- All staff and other adults entering the school must assess themselves daily for common symptoms of cold, influenza, COVID-19 or any other respiratory illness before entering the school each day.
- Any person with symptoms **MUST NOT** enter the school.
- Students/Staff who become ill while at school will be immediately isolated and sent home as quickly as possible.

School Wide Safety Routine Changes:

- Visitor access to the school will be restricted and prioritized to those supporting activities that benefit student learning and well-being (ie: teacher candidates, public health nurses, meal program volunteers, etc.). All visitors must have completed a daily health check before entering the school.
- Parents are not permitted in the building. Communication with staff will take place outside of the building, by phone or digitally. Exceptions must be approved by the Principal.
- Students/Staff traffic in the hallways and common areas of the school will be minimized through established traffic flow patterns.
- Inside school gatherings beyond the "learning cohort" will be avoided. Assemblies will be virtual.
- Recess/lunch will be staggered in order to minimize the number of students on the playground at once.
- Opportunities for learning outside will be utilized where appropriate.
- NO FOOD ITEMS (ie: Birthday treats, party snacks) will be permitted at school.
- Please send your child with a packed lunch or sign up for the school lunch program. Lunches cannot be dropped off at the office.
- Visual posters reinforcing physical distancing, hand hygiene and other safety protocols will be posted throughout the school building.

Learning Cohorts and Physical Distancing:

- Reducing the number of close in-person interactions that an individual has in a day is a key component for preventing the spread of COVID-19. Physical Distancing and the setting up of learning cohorts are two important approaches for supporting this strategy. In elementary schools, the learning cohort can be no larger than 60 people. Physical contact between members in a learning cohort will be minimized.
- When interacting with peers/staff outside of their learning group, student should maintain a physical distance of 2 meters when indoors. Students should minimize physical contact with everyone when outdoors.
- A staff member that is interacting with but not a part of the learning cohort must practice physical distancing—if this is not possible, a mask/shield must be worn. (see mask information below).
- It is important to note that unlike high schools, elementary students are typically organized into divisions (classes) with the notion that the students assigned to this class spend the year together in one classroom with their teacher. Class size limits are much smaller than a learning cohort of 60. There will be times when students may work with teachers or other students outside of their classroom. This is where the learning cohort becomes important. Our plan will ensure that children will only work with teachers and students (such as a Learning support group) within their established learning cohort. This cohort of people would not exceed 60. In fact, we expect it to be much lower on any given day.

In the Classroom:

- Teachers will set up classrooms in a way that supports physical distancing where possible. Physical contact will be avoided.
- Students will use the same chair/table each day
- Teachers will be encouraged to take students outside more often where and when possible.
- Students will not be permitted to share lunch items or school supplies with others.
- Students' items MUST be clearly labelled to avoid accidental sharing.

Arrival at & Departure from School:

- Students will have designated entrance and exits based on the location of their classroom within the school. Students will be assigned their entrance and exit doors by their classroom teacher(s). This is to reduce congestion, touch points, and mixing of learning cohorts. We realize this means some students may have to walk or bike a little farther to get to their designated entrance and appreciate your cooperation with this.
- Students will be asked to leave school immediately after 2:30pm unless they are staying for an extracurricular activity such as a club meeting, to get extra help, or to see a staff member.

Non-Medical Masks:

- All students and staff in the Surrey School District will receive 2 reusable masks. Wearing a mask within the learning cohort group is optional for those belonging to the group.
- A student can choose to wear a mask during the school day in any setting.
- A staff member that is interacting with, but not a part of the learning group must practice physical distancing. If this isn't possible, a mask/shield must be worn.
- Teachers on Call are required to wear a mask in all classrooms.

Hand Hygiene will be performed:

- When students arrive at school.
- Before and after breaks.
- Before and after eating and drinking.
- Before and after using an indoor learning space (i.e.: gym) used by other cohorts.
- Before transitioning to a new play centre within the classroom.
- After using the toilet.
- After sneezing or coughing into hands.
- When hands are visibly dirty.

**Attendance Procedures:**

- Please report student absences by email: mjshannon@surreyschools.ca. Please ensure the word “absence” appears in the subject line and please put your child’s full name and grade in the body of the email.
- You can also notify the school of a students’ late arrival or early dismissal.
- Students who are late should go to the front of the school, but not enter the building. A staff member, while maintaining social distance, will greet you outside the front door with a welcome slip.
- Students who have symptoms of COVID-19, even if mild, are required to stay home. Below is the link to the BC Centre of Disease Control “Symptoms of COVID-19” <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/about-covid-19/symptoms>
- Parents may also leave a message at 604-588-5991 to report a student absence, late arrival or early dismissal.

Format when reporting an absence:

- Student’s First Name
- Student’s Last Name (please spell the last name clearly)
- Grade
- Date of absence (whole day or state the portion of the day)
- Reason for absence (e.g.: ill, appointment, vacation)

Leaving school once classes have begun:

If a student is leaving the school for any reason, parental permission is required, so a parent or guardian must call the office (604-588-5991) to sign a child(ren) out. Please put the school number in your cell contacts.

Where we need your support and cooperation:

- Ensuring your child completes a daily health check prior to coming to school.
- Reminding your child to ONLY use their designated entrance/exit even in inclement weather. We realize this may mean a few more steps outside but this will greatly reduce crowding at our main entrances and stairwells.
- Reminding students to wash hands upon arrival, and many times throughout the day.
- Having your child stay home when ill.
- Labeling ALL school supplies and ensuring students have extras at home and in their backpack. There is to be no sharing of supplies, drinks, etc.

We recognize this is a very uncertain time, but together, with compassion and kindness, we will work to ensure the safety and well-being of every student and staff member. Thank you for your patience and understanding as we work through the complexities of school start-up this September. We sincerely look forward to welcoming back our staff and student community to our school.

