

Northeastern Catholic District School Board



ST. JOSEPH SCHOOL

207 Huot Street
South Porcupine, ON
PON 1H0

Ph. (705) 235-4622 Fax.(705) 235-4246



Thursday, September 4th , 2014

Dear Parents/Guardians, and Pupils,

The staff of St. Joseph School welcomes you to the 2014-2015 school year. A special welcome is extended to families who are new to our school. Thank you for choosing St. Joseph School. We are committed to providing an interesting, challenging and rewarding faith based education for our students from Junior Kindergarten to Grade 6.

Please find enclosed many information items that will be helpful for you to know. We will send a calendar and a newsletter at the beginning of every month outlining special events, pizza days, masses and other important information. We encourage you to keep it posted for easy reference. **Should you wish to receive these notices by email please contact our secretary Mrs. Lefebvre.**

Throughout the next few days, you will receive a number of student information forms to be filled out and returned to the school. Please take time to review and complete these forms and return them to us as soon as possible.

We look forward to having your child in our school. Please contact us if we are able to assist you in any way.

Information Items

SCHOOL DAY

Morning Entry:	8:50
Morning Recess:	10:10 - 10:25
Lunch:	11:45 - 12:45
Afternoon Recess:	3:05 - 3:20
Dismissal:	3:20

*Please note that students will board busses at 3:20

Reporting Absence or Change in Transportation

- If your child is absent, please inform the office before 8:55am. You may inform the office of planned absences ahead of time either by phone or by sending a note.
- If your child will not be on the bus or will be picked up please inform the office before 11:45am.
- Please keep us informed of changes in address or telephone or other important information. It is important to know how to reach you in case of an emergency.

Safe Schools Procedures

- In an effort to keep our students safe, and according to our Safe Schools policy all outside doors will be locked. All parents and visitors need to report to the office upon their arrival at school.
- For the safety of all students, please be advised that supervision on the school yard begins at **8:35am**.
- Should you need to pick up your child before the end of the day or at dismissal time we ask that you please advise the office. Students will come to the office for pick up. We will have a check out system at the end of the day for students who are picked up, or who walk or bike home.
- PLEASE NOTE: **Vehicles are not permitted on the walkway that leads to the front of the school between the hours of 8:00am and 4:00pm.** If you are dropping off your child, please park on the street and walk down the hill into the school. This will ensure that there is a safe area for students to enter and exit the school and reduce congestion for school busses trying to load/unload students.
- In order to comply with NCDSB's School Emergency Preparedness Policy and to train students in emergency preparedness we will have **six emergency fire drills** and **two emergency lockdown drills** over the course of the school year.

Catholic School Council

The call for nominations for our new School Council for 2014-2015 will be sent home later in September. We would like to thank last years council as their support was greatly appreciated. We hope you will consider joining our Catholic School Council to make a difference in our students' learning experience.

School Agendas

All students in Grade 4 to 6 will receive an agenda during the first week of school. This excellent organizational tool will assist your child in developing and maintaining strong work habits and also serve as a communication between the home and school. Please note that every child will be expected to bring their agenda home every night. The cost of the agenda is **\$5.00** and notification of the payment due date will be made once the students receive their agendas.

Code of Conduct

We ask that you carefully review the handbook with your child to ensure they understand what is expected of them at St. Joseph School.

Thank you for entrusting your child's education to us.

Yours, in Catholic Education,

John D'Alessandri

Principal