



Willway Elementary School

2939 Mt. Wells Drive
Victoria, B.C. V9B 4T4
Phone: 250-478-1213 Fax: 250-474-2946
Ms. Kendra Laidlaw, Principal
Ms. Jane Henson, Vice Principal

September 3, 2021

Dear Willway Families:

We are looking forward to welcoming you back for the 2021/22 school year. Due to the growth in our district, Willway has gained an additional division/class this year. We are excited to welcome students from other areas in the district as their local schools are currently full.

The school year begins on Tuesday September 7th for grade 1-5s (8:45am -11:45am) and Friday, September 10th (gradual entry) for our Kindergarten students. The information included in this package will assist you and your family in preparing for the 2021/22 school year. Remember to check our [school website](#) and [school app](#) regularly for more information and updates.

Please note that all staff and students in grade four and five will be required to wear masks in school. Any other information regarding health protocols will be released at a later date once guidelines have been updated by the School District and Ministries.

Opening Week

Tuesday, September 7th – Opening Day (Grade 1-5s only, half day)

8:40am Students will line up in their class line ups from last year. When the bell goes at 8:45 am, teachers will come outside to meet students and sanitize hands before entering the school. Students who are new to the school will meet at the flag pole and will be greeted by Ms. Laidlaw, Ms. Henson, Ms. Sanford and Mr. Tarr. We will take new students and deliver them to classes with their same age group. They will stay in these groups until we are able to switch into this year's classes.

Wednesday, September 8th & Thursday, September 9th (Grade 1-5 students, all day)

All students will continue to line up in their last year's line ups until we switch classes. New students will go to the line up they were shown on Tuesday.

Friday, September 10th (Grade 1-5 students all day and Kindergarten gradual entry begins)

New Kindergarten students will be coming at either at 9am or 1pm depending on the group they are in. Please refer to your email from July or email the office at willway@sd62.bc.ca for clarification. If you recently registered at Willway, we will email you information later today.

Picture Day

School Photos will be taken on October 18, 2021. Retakes are on November 18, 2021.

Medical Alerts

Please inform the front office if your child has any medical conditions of which the school should be aware. If your child is anaphylactic or diabetic, please contact the school to update your child's anaphylaxis action plan or medical action plan as soon as possible. If your child requires medication during school hours, please contact the front office to complete a medication administration form. If you have any further questions, please contact Ms. Laidlaw

Contact Information

Please check your contact details in the Parent Portal – see attached handbook for instructions. If you have updates or changes, please email us at willway@sd62.bc.ca to provide us with those details. It is imperative that all families have accurate information on file as well as a pick-up plan for their children in case of inclement weather, or emergency.

Online Student Consent

Parents & Guardians - Please visit the [online consent portal](#) to provide and/or review consents for your children.

Consents include:

- Indigenous Self-Identification
- General Consent for local/walking fieldtrips
- Google Apps For Education (G Suite)
- Internet Access
- Media Release
- Student Daily Health Check
- KEV School Cash Online
- FreshGrade

Bussing

Students who have registered with transportation will receive an email outlining their route, bus number and estimated times by this week. If you believe the information is incorrect or you did not receive the information, please contact the School District Transportation Department at bussing@sd62.bc.ca.

Fees

Sometimes items might be available for you to purchase for your child and these can be paid through the KEV School Cash System at <https://sd62.schoolcashionline.com>.

- After completing the online consent for School Cash Online, wait 24 hours before logging in to <https://sd62.schoolcashionline.com> and attaching your children.
- Create account login/password by choosing "Get Started Today".
- Students are encouraged to create an account as well.
- You will need to know the student's PEN number (on the report card) in order to complete this process.

Code of Conduct

The Willway School Code of Conduct can be found [here](#). Please review this with your child.

School Visitors

Visitors will need to call or email the office to make an appointment to come in to the building. All visitors will need to be masked and complete the daily health check before entering Willway. Thank you for helping to keep our Willway community safe and healthy!

Stay in Touch!

Our District supports all schools with an App that can be found through the link:

<https://willway.appazur.com/help/flyer>

We send out a “Week Ahead” memo each Friday for the following week. This comes through the email, website and app. It will include school wide events and information. Teachers will send out separate classroom communication through newsletters or the app.

We are so looking forward to starting this year and meeting both our students and their families.

Sincerely,

Kendra Laidlaw -Principal

Jane Henson- Vice-Principal