



# *Willway Elementary School*

2939 Mt. Wells Drive  
Victoria, B.C. V9B 4T4  
Phone: 250-478-1213 Fax: 250-474-2946  
**Ms. Kendra Laidlaw, Principal**  
**Mrs. Shannon M. Miller, Vice Principal**

September 2, 2022

Dear Willway Families:

We are looking forward to welcoming you back for the 2022/23 school year. Hopefully everyone has had a wonderful summer full of adventures.

The school year begins on Tuesday, September 6<sup>th</sup> for grade 1-5s (8:45am -11:45am) and Friday, September 9<sup>th</sup> (gradual entry) for our Kindergarten students. The information included in this package will assist you and your family in preparing for the 2022/23 school year. Remember to check our [school website](#) and [school app](#) regularly for more information and updates.

## Opening Week

### Tuesday, September 6<sup>th</sup> – Opening Day (Grade 1-5s only, half day)

8:45am 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 stump and will be greeted by Ms. Laidlaw, Mrs. Miller and Mr. Tarr. We will take new students to the gym where they will join the other students. Students will not be going to their old classrooms as we will be doing activities in Family groupings until we are able to switch into this year's classes.

### Wednesday, September 7<sup>th</sup> & Thursday, September 8<sup>th</sup> (Grade 1-5 students, all day)

All students will line up with their family grouping until we switch classes. Students will be shown their line up area at the end of the morning on Tuesday. If you don't know where to drop off come to the front door and someone will direct you to the line up Wednesday morning.

### Friday, September 9<sup>th</sup> (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](mailto:willway@sd62.bc.ca) for clarification. If you recently registered at Willway, we will email you information.

## Picture Day

School Photos will be taken on October 19, 2022. Retakes are on November 23, 2022.

### 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 the office.

### 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](mailto: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. You will notice that students are still in last year's divisions until we switch to new classes.

### Attendance

When your child is away please let us know by emailing the Willway Attendance Email([willway@sd62.bc.ca](mailto:willway@sd62.bc.ca)) with your child's name and class they are in. Please cc the classroom teacher as well. You will be able to find teachers emails on our Willway Website (<http://willway.web.sd62.bc.ca>)

If you are wanting to check on your child's attendance sign into the **MyEd BC Family Portal**, <https://myeducation.gov.bc.ca/aspn/logon.do> click on the family tab and then on daily attendance on the left hand side. This will show if your child has been marked absent by their teacher. Attendance is entered each morning by the teacher by 9:10 am.

### 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](mailto: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 meet with teachers or administrators. Any school visitors need to sign in at the office so we know that you are in the building.

### Parent Advisory Committee (PAC)

Our first PAC meeting will be held on Wednesday, September 14<sup>th</sup> at 6:00pm in the Multi-purpose room. We look forward to welcoming new parents who would like to support Willway school community. Many hands make light work!

### Communications from School

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

[klaidlaw@sd62.bc.ca](mailto:klaidlaw@sd62.bc.ca)

Shannon M. Miller- Vice-Principal

[smiller@sd62.bc.ca](mailto:smiller@sd62.bc.ca)