August 25th, 2019

Dear Parents/Guardians and Students of West Heights Community School:

Our first day of school is just around the corner! I hope everyone is having a safe and relaxing summer holiday. Please note that our school office officially opened August 26th at 8:30am. The first day back for students (Grades 1-6) is Tuesday, September 3rd with students only attending for a half day (8:30am-11:00am). The following day, Wednesday, September 4th, will be our first full day of classes (8:30am-2:23pm).

I am also very pleased to be welcoming back as well West Heights' staff for the 2019-20 school year.  I would like to take a moment introduce our new grade 5/6 teacher, Mr. Greg McNeil, who will be joining us for September. We are also currently in the process of hiring other new staff members for various Educational Assistant and non-enrolling teacher positions.  We would also like to welcome our new Kindergarten students who will have a gradual entry to our school during the first two weeks of September.  A separate letter has been emailed and posted to our website outlining Kindergarten start-up.

Below are start-up instructions for our Grade 1 to 6 classes:

* **Our first day for students to attend is September 3rd, 2019, from 8:30 to 11:00 am.  Students will report to their new classrooms/teachers on the first day of school. Please take note of the following information:**
* **A list containing your child's new teacher, division, and classroom number for this school year will be posted on all entrances to the school by 7:45 am, September 3rd.**
* **A school map will also be posted next to lists so that students and parents know what school entrance to line-up at in the morning. Students are expected to line up at their appropriate school entrances and wait until the 8:25 school bell to enter the school.**
* **Your child's classroom/teacher may change in the first week of school. Please be prepared for this.**We may have unexpected changes in our school population that impact our classroom configurations.
* **Students will be dismissed at 11:00 am on September 3rd (September 4th is our first full day).**

I strongly believe in "parents as partners" so please feel free to communicate your suggestions, as well as your appreciation, for what our students, Parent Advisory Council, and staff accomplish during the year. I am looking forward to meeting everyone and hope you enjoy the rest of your summer. I also appreciate your patience and cooperation as we all navigate the busy start of the school year. I am very enthusiastic about the school year ahead and look forward to the great things we will achieve together!

Please do not hesitate to call or email if you have questions or concerns.   
  
Sincerely,

Mikel Brogan-Principal

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