



MR. IAN WILSON
PRINCIPAL

MR. COREY APESLAND
VICE PRINCIPAL

MR. PAUL JANZEN
SUPERINTENDENT

ROSS TAIT
TRUSTEE

KIRSTEN SCHOCK &
TESS NAKRAYKO
SCC CHAIRPERSONS

2621 Cairns Avenue
Saskatoon S7J 1V8
Telephone: 306-683-7270
Fax: 306-657-3918

Web address:
[http://spslearn.spsd.sk.ca/
schools/HCV](http://spslearn.spsd.sk.ca/schools/HCV)

Email:
hughcairnsschool@spsd.sk.ca

August 26, 2020

Adelaide Churchill Park
Community Association
www.adelaidechurchill.ca

School Day

8:50 am - Welcome Bell
10:40 am - Recess
11:45 am - Lunch begins
12:35 pm - Lunch ends
2:15 pm - Recess
3:20 pm - School day ends

SCHOOL RE-OPENING PLAN

Administrator's Message

Dear Hugh Cairns V.C. Families,

We appreciate your patience and support this fall as we worked through our plans for reopening our school. We want you to know that our most important considerations in the plan are the safety and security of your children as well as fostering an environment of continued intellectual, emotional, and social growth. Now, more than ever, your children will be Known, Valued and Believed In. The following information represents our school specific plan for a safe return at Hugh Cairns V.C. School. Please note that the plan is subject to change at any time based on direction from Saskatchewan's Chief Medical Health Officer. Changes will be communicated as they occur and we will be as transparent and proactive as possible throughout the process.

You will be getting specific classroom information next week from your child's teacher about the requirements for their class such as school supplies, movement in the classroom, outdoor education plans and so forth. You will know who your child's teacher will be by Thursday, September 3, 2020 at 4pm.

Please contact me if you have any questions regarding the school plan.

Mr. Ian Wilson
Principal

Mr. Corey Apesland
Vice Principal

Contacting the School

To contact the school for absences, illness or other questions please use one of the following methods instead of emailing the teacher or Mrs. Hiebert directly:

- Call the office anytime at 306-683-7270 and leave a voice mail.
- Use the School Messenger App.
- Email HughCairnsSchool@spsd.sk.ca

Safety Precautions

- Please keep your child home if they are sick or displaying symptoms of COVID 19.
- If families notice that a student(s) has COVID 19 symptoms, please call 811. They will advise you as to the next steps to take.
- Visual signage around the school of COVID-19 symptoms will be posted as friendly student reminders.
- Teachers will provide age appropriate material to discuss the symptoms of COVID-19. This will include proper hand, cough and sneeze hygiene as well as mask usage.

Pick-Up Room (Across from the Main Office)

- ♦ If a student becomes ill at school they will be removed from class, parents will be called and the student will be supervised in the Pick-Up room until they are picked up.
- ♦ Staff members will explain to students the purpose of the Pick-Up room.
- ♦ Every time the Pick-Up room is used it will be sanitized by our caretaking staff.
- ♦ Families must ensure they have a plan to pick a sick child up as soon as possible after getting called.

School Day Schedule

Our school day and bell times will remain the same for 2020-21

- | | |
|-------|--|
| 8:50 | - Welcoming Bell –All students meet on the tarmac at their designated muster point |
| 8:55 | - O Canada and Announcements |
| 9:00 | - Classes begin |
| 10:40 | - Recess |
| 11:45 | - Lunch |
| 12:35 | - Classes Begin |
| 2:15 | - Recess |
| 3:20 | - Dismissal |

Staggered Start

- ♦ All students in Grade 1-8 will have a staggered start during the week of September 8-11. They will only attend 2 days that week.
- ♦ **Please ensure your child is coming on the correct day:**

Tuesday Sept. 8 and Thursday Sept. 10 - Students with last names starting from A-L will attend.

Wednesday Sept. 9 and Friday Sept. 11 - Students with last names starting from M-Z will attend.

Rationale behind staggered start:

- ♦ Reacquaint students with school and to support safe return to school
- ♦ Provide greater ability to respond to students who may be feeling overwhelmed or anxious
- ♦ Practice the school plans in small manageable groups
- ♦ Solidify routines and procedures with students

- ♦ Kindergarten will attend one half day that week. More information will be sent out by Mrs. Kilpatrick, our Kindergarten teacher, in the next few days.
- ♦ FLS student information for staggered start, including transportation, will be coming from Mrs. Winberg in the next few days.

Storage of Student Supplies/ Locker usage

- ♦ Please ensure students only bring materials they need for the day. This would include a reusable water bottle, school supplies and a lunch if staying to eat. Lockers will only be used if necessary.
- ♦ Students will be asked to take home most of their materials daily. It will be similar to our “pack-in” and “pack-out” lunch system.
- ♦ Students will use their backpacks to keep their personal school supplies.
- ♦ Teachers will be making their own plans for their specific classrooms. Each class is set up differently and each class has their own unique needs.
- ♦ Do not bring toys from home to play with at recess or for show and tell.
- ♦ Students should not bring all the supplies on the supply list in the first week. More clarification from the classroom teacher will come later.

Traffic Flow in the School/Classroom

- ♦ There will be very clear signage to indicate the flow of traffic throughout the school and within the classroom. Physical distancing decals will be placed in key spots.
- ♦ Please remind your child to look and follow these directional signs.
- ♦ Specific classes will be assigned to specific washrooms to reduce congestion.

Parent/Caregiver Access to School

- ♦ Parents/caregivers are encouraged to contact the main office to make an appointment if they need to come to the school. At this point, we request that this occur only if necessary.
- ♦ There will be signs on all the entrances of the doors to remind visitors and families that general entry is not allowed. If for some reason you need to come into the school, please call the office at 306-683-7270 to make an appointment. Please ensure you use the front door only, complete the health check using the QR code on the door, are wearing a mask, and sanitize your hands.

Before and After School Program

The Boys and Girls Clubs will be offering Before and After School Care at Hugh Cairns V.C. School. They will operate out of the gym this year to aid with physical distancing. All staff members and students must always wear a mask, regardless of grade level. Parents need to use the contact phone number that will be provided to drop off and pick up their child at the doors near the gym (Mackenzie Cr.) and not enter the school. As staff member of the program will escort the child to and from the door. All personal belongings (coats, backpacks, boots etc.) will be brought to the gym to make pickups smoother.

Hygiene

Hands:

- ♦ Hand washing hygiene will be taught in classrooms, with posters throughout school and in all washrooms.
- ♦ Hand sanitizer will be in every classroom and at every entrance and used whenever students enter and exit the classroom or the school and before eating.

Washrooms:

- ♦ Washrooms will be assigned to specific grades
- ♦ Pre-School, Kindergarten and Grade 1 – Gender neutral washrooms in the hallway outside the gym.
- ♦ Gr. 2 – 8 Main bathrooms. Maximum 4 people/washroom at one time. Students will be asked to count when they enter the washroom and expected to monitor. If there are 4 people already inside, they will be expected to wait in the hall until someone exits.
- ♦ FLS - New bathroom across from Resource Room

If congestion becomes a problem, this may be revisited.

Cough and Sneeze Hygiene:

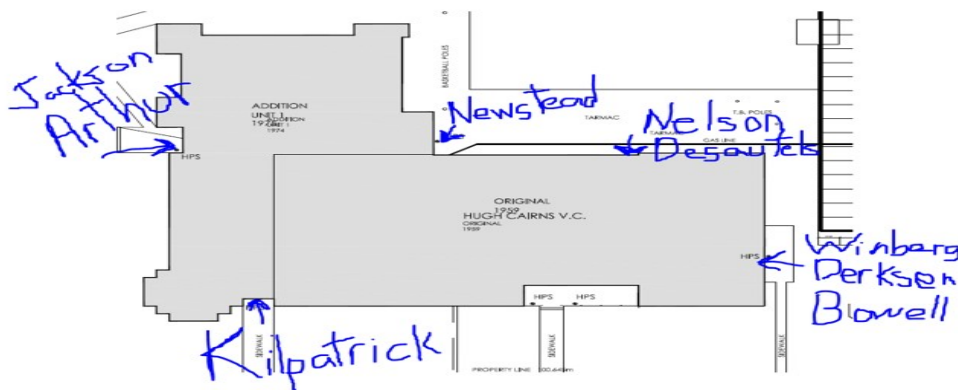
- ♦ If you need to cough or sneeze, do so into the bend of your elbow or a tissue. If using a tissue, discard immediately and sanitize or wash hands.

Mask Usage

- ♦ Grade 4-12 students are required to wear masks when appropriate physical distancing cannot be maintained. This will be most of the time when students are indoors.
- ♦ Pre-School to Grade 3 students are also highly recommended to wear a mask.
- ♦ Staff are required to wear masks at all times when appropriate distancing cannot be maintained. This will be most of the time when indoors.
- ♦ When physical distancing is achievable, mask breaks may occur (i.e. outdoor learning or indoors where 2m separation is possible).
- ♦ All students are required to wear masks while riding the bus.
- ♦ All visitors must wear masks.
- ♦ Saskatoon Public Schools will provide one reusable mask for each student. Additional disposable masks will be made available to students when needed and required. Students and staff are invited to bring their own mask.
- ♦ In some situations, wearing a mask may not be possible for a student. In these instances, school staff members will work with parents/caregivers to consider accommodations. More information can be found on the CDC website.

Entering the School

- ♦ All double doors marked as enter and exit. Always use the right-hand door.
- ♦ All students will meet at their assigned muster point behind the school before entering the building.
- ♦ Classes will be assigned to one entrance and use the same door for beginning/end of day as well as recesses/lunch.
- ♦ One class entering/exiting a door at a time to reduce congestion.
 - Ms. Bowell, Mr. Derksen and FLS – Staff parking lot door.
 - Mr. Arthur and Ms. Jackson – Gym door (Mackenzie Cr.)
 - Mr. Nelson and Mrs. Desautels – Sr. Bootroom door.
 - Mrs. Kilpatrick— Kindergarten door
 - Ms. Newstead (Ms. Merkowsky) - Primary Bootroom door.
- ♦ Please see map below for assigned entry and exit doors. Students may use the front door if they are late coming to school.



Exiting the School

Same as entering the school.

Recess

- ♦ Students will play in a designated zone in the school yard.
- ♦ Zones will be rotated on a weekly basis to ensure equitable opportunities to be in different zones.
- ♦ For outdoor recess, cohorts can be 2 classes. Students will use hand sanitizer on the way out and on the way back into the classroom.
- ♦ Games that do not involve physical contact or multiple people handling the same equipment will be encouraged.

Lunch

- ♦ Students are expected to go home for lunch unless there is no other option. This gives them a break from the classroom as well as a mask break.
- ♦ Students will eat in their classrooms at their assigned spot.
- ♦ Surfaces will be sanitized before and after eating.
- ♦ Pack in/pack out your own garbage still applies. Zero waste lunches are encouraged
- ♦ Students will be expected to remain in their spot and not share food, utensils or water bottles.
- ♦ Please ensure your child's lunch has everything they need, including utensils. Please ensure lunches are packed in containers your child can open by themselves.

Student Drop Off/Pick Up

- ♦ Students are encouraged to use active transportation to get to and from school. This includes walk, bike, scooters, skateboard etc.
- ♦ Students are not allowed in the school until the first bell unless they are in the Before and After School Program.
- ♦ Dropping off students by vehicle should take place on MacKenzie Crescent near the rink. The front door will only be used by students if they are late.
- ♦ **ALL students will meet outside at their muster points on the tarmac.** When the bell rings, to enter the school through their designated doors.
- ♦ Students should strive to arrive as close to 8:50 as possible and must not arrive before 8:40.
- ♦ Students must be picked up or head home immediately after school.
- ♦ Parents are discouraged from bringing their children into the school at this time and must follow the protocols (phone ahead, QR code, sanitize and mask) if they must enter the school.

Online Platform (Homework board)

All teachers will have an online platform where they will post assignments and work that students need to stay caught up with the class if they are away for an extended period of time (illness, holiday, etc.)

K-4 and FLS will use Seesaw

Gr. 5-8 will use Google Classroom

Mental Health and Social-Emotional Supports

- ♦ In addition to the section in the Parent and Caregiver Reopening Handbook on supporting students, we want to make sure that families are aware that, as always, students who need additional support for their well-being may receive support from the school counsellor. Parents who believe this support may be necessary can reach out to their teacher or administrator to discuss. The counsellor will work with the team to determine appropriate supports, which may include direct support and/or assisting students and families to access other services in the community.
- ♦ Well-being is one of our four student goals in our school division strategic plan. Opportunities to learn about and practice well-being exist across multiple curricular areas and will be an area of focus this year.

School Building Disinfection Protocol

ALL STAFF:

- Expected to keep workspaces clean and free from clutter.
- Disinfect any division technology assigned to the staff member (i.e. laptop).
- Disinfect any technology after use that others may meet:
- Assisting and supervising any disinfection performed by students within a classroom:
- Inform caretakers when low on disinfectant in the classrooms.

CARETAKING STAFF:

Sanitization of touchpoints in schools will take place four times daily (or more if needed):

Disinfection of main push/pull points in hallways and entrances includes

Washrooms

Classrooms

Ensure that all paper products, soap, and hand sanitizer dispensers are always filled by checking them regularly. Spray bottles must be filled when needed.

Band

Saskatoon Public Schools has made the decision that to start the year, the traditional band program involving air-blown instruments will be put on “pause.” Parents will not need to rent instruments at this time. We are still working on the finer details of what band/music will look like in the upper grades, but we are committed to supporting all strands of the arts ed curriculum for the 2020-21 school year. We are continuously investigating ways to offer a safe, quality band program within the [Performing Arts Guidelines](#) found within the Re-Open Saskatchewan Plan. Thank you all again for the many conversations that have been had. We will re-evaluate this pause at the end of September or if the guidelines change.

Other

- ♦ Class wide treats for celebrations will not be allowed to come to school at this time. This includes birthdays, class/holiday celebrations and potlucks.
- ♦ Late students should still go to the office to let Mrs. Hiebert know that they have arrived. Late students are expected to enter through the front door and go straight to the office. No late slip paper will be given out.
- ♦ CHEP lunches will still be available if a student is without lunch for some reason. They should come to the office and a lunch will be provided for them.
- ♦ Hot lunches and fundraising will not be happening at this time but may be revisited later.

