

Tuesday, August 9, 2022

Dear Vincent Massey students and families,

I hope this communication finds you safe and well and that you are enjoying a beautiful summer. I am Iain Riffel, Principal of our incredible school. I am excited for your contributions and all that you will bring in continuing, creating, and re-building our culture and our most cherished traditions.

My hope is that in your time at Massey, you will discover new interests, strengthen friendships, and experience a deep sense of belonging, confidence, and success. I look forward to students sharing their talents in academics, athletics, and the arts. I am excited to engage students in leading UNESCO and social action/social justice themes throughout the year.

Throughout the year, please anticipate notifications through **School Messenger** for school-wide announcements. **Permission Click** is used for permission granting purposes, admissions to events, and all fee payments. **Edsby** is used for up-to-date information about your timetable, class activity and group information (extra-curricular).

Stay informed about important announcements and information by regularly visiting our school website: www.pembinatrails.ca/vincentmassey. News items in the banner and the school calendar are regularly maintained. Follow us on Instagram **ICVMC** and Twitter **ICVMC – Wpg @icvmcwpwg** to catch all the news. When in doubt, please contact our office!

On behalf of Massey's admin team and staff,



Iain Riffel, Principal

In this package you will find the following:

1. **Your personal demographic information.** This was collected at the time of registration in the spring. Please review and return to your Homeroom Teacher on Wed. Sep. 7 if there are changes.
2. **Your username and password to access the online appointment scheduler** for course change meetings with your counsellor should that be required; Parent/Teacher conferences appointments and viewing report cards online.
3. **Your timetable.** The timetable reflects course choices that were made in February/March. Great effort was made to honour, as much as possible, each student's requests.
4. **Our school calendar At-A-Glance.** The calendar changes quickly for additions so please visit our website for the most up-to-date information.
5. **A letter explaining the criteria and process for changing courses and request form.** No timetable change will be considered unless criteria are met.
6. **School-fee payment confirmation form.** As per divisional policy, all fees are now collected through Permission Click. Every student is expected to return this form to their Homeroom Teacher on Wed. Sep. 7 so that we can verify payment. Families and students who require, may pay fees in-person to the office by cash or cheque. We will record this in Permission Click on your behalf and provide you with a receipt.
7. **Locker agreement form.** Students who wish to have access to a locker will be provided a locker and a school issued lock if they have paid their student fees and return the attached form to their Homeroom Teacher on Wed. Sep. 7. Lockers will be assigned by the office beginning Mon. Sep. 12. Students will be asked to identify a locker partner, should this be required. More Instructions will follow in a separate Edsby/School Messenger message prior to the start of the school year.
8. **Lifetouch information and order brochure.** All students are required to have a picture taken (at no charge). Students choosing to purchase a photo package are expected to bring a completed order form with payment to Lifetouch.

Course-change and Picture Day

Days that are scheduled for students to make course changes are **Monday – Thursday, August 29 – September 1**). The last day for course/timetable changes is **Friday, September 9**.

LifeTouch will also take photos on the course-change days. Students are expected to have their picture taken immediately following their course change appointment.

Students who do not have course change appointments are asked to schedule an appointment to have their photo taken through Permission Click. This allows for 25 appointments in 15 minute slots. The link was sent to you on Tuesday, August 9 via School Messenger. It is also posted on our website.

Wednesday, November 9th is scheduled for picture re-takes.

First Two Days of Classes – Wednesday, September 7 and Thursday, September 8

Tuesday, September 6 is an Admin Day (no classes). **Wednesday, September 7 (Day 2 EVEN) is our Orientation Day** and will unfold in the following way:

Morning:

8:30 a.m.

9:10 a.m.

9:40 a.m.

Gr. 9 and Gr. 10 students attend (Gr. 11 and 12 students remain home)

Homeroom Meetings

Assembly in Gym

Timetable Walkthrough (20-minute slots)

9:40 – 10:00: Period 1

10:00 – 10:20: Period 2

10:20 – 10:40: Period 3

10:40 – 11:00: Period 4

11:00 – 11:20: Period 5

11:20 – 11:40: Period **9** (Early-morning) and Period **6** (Lunch)

11:40 – 12:00: Period **7** (After-school)

12:00 – 1: 10 p.m. **Dismissal and Lunch**

Afternoon:

1:10 p.m.

1:40 p.m.

2:10 p.m.

Gr. 11 and Gr. 12 attend (Gr. 9 and 10 students return home)

Homeroom Meetings

Assembly in Gym

Timetable Walkthrough (10-minute slots)

2:10 – 2:20: Period 1

2:20 – 2:30: Period 2

2:30 – 2:40: Period 3

2:40 – 2:50: Period 4

2:50 – 3:00: Period 5

3:00 – 3:10: Period **9** (Early-morning) and Period **6** (Lunch)

3:10 – 3:20: Period **7** (After-school)

3:20 p.m.

Dismissal

Remember that a full regular day of classes begins tomorrow, Thu. Sep 8.
Your presence is important.

*The student's **homeroom** location is found at the top left corner of their printed timetable. Each student's homeroom teacher (and location) is also listed in Edsby (once everything has rolled-over).*

Thursday, September 8 (Day 3 ODD) is the start of regular classes following the regular daily schedule. Students who are not present in classes on Wednesday and Thursday may be withdrawn from the course to allow for students wait-lists to access these courses. Should arrangements need to be made so that the student is not withdrawn, parents are to use Edsby or contact the office by phone so that a parent-informed absence can be recorded.

Daily Schedule

Please pay attention to the 6 day cycle and ODD/EVEN days. This is important for ½ credit courses or courses that run all year on alternating days.

Period	Time
1	8:30 – 9:40 a.m.
2	9:40 – 10:50 a.m.
3	10:50 a.m. – 12:00 p.m.
Lunch	12:00 – 1:10 p.m.
4	1:10 – 2:20 p.m.
5	2:20 – 3:30 p.m.

Notes:

1. Students who start Period 2 should arrive as close as possible to the start of period 2.
2. Students who end Period 4 should plan to leave as soon as possible afterwards.
3. More information will follow at the start of the year about how students are to move between classes and how “lates” will be recorded.
4. The cafeteria is intended for students on spare who wish to connect with peers for non-academic purposes.
5. The library is intended for students who wish to work independently or quietly in small-groups for academic purposes.

Drop-off and Pick-Up Doors

In response to student recommendations about hallway congestion, we ask that you please respect the following in your transportation plan:

Doors:

Entry/Exit	Grade
Back: Parking Lot	12
Front: Cafeteria	11
Front: Holiday Inn	9
Front: Main Entrance	10

We ask that drivers arrange a drop-off and pick-up point with their child that is away from the school to reduce the congestion of students at entrances. Access to the parking lot is for staff only. ***Please do not use the parking lot as a point for dropping-off or picking-up students during the day.***

Navigating the school

With your timetable now in hand, know that between Monday, August 29 and Thursday, September 1, you are welcome to walk through school and find your classes. Staff are not available for tours. Maps are available at the main entrance as you enter the door across lane from Cottage Bakery.

Contact Us

Vincent Massey has three administrators. Each of us is happy to respond to questions or concerns you may experience during the year. Although you are welcome to contact any of us, we have assumed a lead role for different grade levels:

- All Gr. 9 and 10 – Mrs. Sarah Millar, Vice-Principal
- All Gr. 11 – Mrs. Cheryl Smith, Vice-Principal
- Gr. 12 – Mr. Iain Riffel, Principal / Directeur