

**École Trafalgar Elementary School**  
4170 Trafalgar Street, Vancouver, BC, V6L 2M5  
Tel: 604-713-5475 Fax: 604-713-5477  
Safe Arrival (to report absence/late) 604-713-5479

Principal: Mme Jacquie Lavoie  
Vice-Principal: Mr. Mike Singh  
Administrative Assistant: Ms. Sharmila Patel  
Direction of Instruction: Mr. Aaron Davis  
PAC Co-Chairs: Christian Malcolm & Lily Jiang  
Website: [trafalgapac.ca](http://trafalgapac.ca)

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## Newsletter #1

Friday, September 6<sup>th</sup>, 2019

WELCOME BACK!



Hope everyone had a wonderful summer! I also hope you are recharged and ready to begin a new school year with us. I am delighted to be starting my fourth year with you and look forward to working with you and your children in this amazing learning community.

Welcome back to all of our returning staff members.

Teachers have been busy planning and preparing for the arrival of our students. Our Office Administrator, Ms. Sharmila, has been busy registering new families, ordering needed supplies and updating student files. A big thank you to our hard working engineers, Leon and Henry, who have spent the entire summer thoroughly cleaning and getting the building ready. Our PAC Executive is gearing up to welcome parents, provide volunteer opportunities and offer other exciting community building events.

A warm welcome to new Trafalgar families. I look forward to meeting and working with you.

I welcome your comments, questions, and suggestions. Please feel free to contact me by telephone, email or drop in.

Wishing you all a great school year!

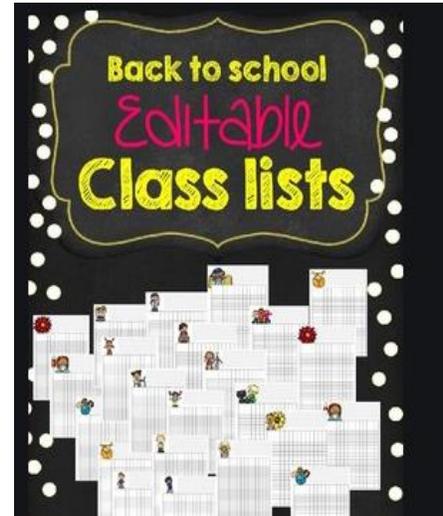
Sincerely,  
Jacquie Lavoie  
Principal



## New Classes

We are pleased to share that we experienced a very smooth start-up thanks to everyone's support! Staff and students were very pleased that we were able to begin with our new classes on the second and third day of school. Staff worked extremely hard on class placements and do take a great deal of time ensuring that students are placed in the best possible learning environment. We thank you for your support in this matter and do appreciate that our professional judgment is respected.

Students are nicely settling into their new routines and the curriculum is being rolled out. Our enrollment is at 450 students with 19 divisions.



Our organization for 2019-2020 is as follows:

|                  |     |   |
|------------------|-----|---|
| 1                | 7   | Mr. Nicholas Kabele                                 |
| 2F               | 6/7 | M. Alexis Lefebvre                                  |
| 3F               | 6/7 | Mme Nadine Lammam (M, T, W, F)<br>Susan Hundal (Th) |
| 4                | 5/6 | Ms. Vivian Cai                                      |
| 5F               | 5/6 | Mme Ashley House                                    |
| 6F               | 4/5 | Mme Laure Larpent                                   |
| 7                | 4/5 | TBA   |
| 8F               | 4   | M. Guillaume Robidoux                               |
| 9                | 3/4 | Ms. Dorothy Goodison                                |
| 10F              | 3   | Mme Maryanne Cruickshank                            |
| 11F              | 3   | Mme Anne-Marie Lascelles                            |
| 12F              | 2/3 | Mme Agnes Jacquet                                   |
| 13F              | 1/2 | Mme France Soucy                                    |
| 14               | 1/2 | Mr. Tony Wong                                       |
| 15               | 1/2 | Mr. Joel Fleming                                    |
| 16F              | 1   | Mme Lianne Nosyk                                    |
| 17F              | K   | M. Marc Gurumeta                                    |
| 18               | K   | Ms. Margo Jacobson                                  |
| 19F              | K   | Mme Dema Asad                                       |
| English Resource |     | Ms. Erin Macfadden                                  |
| English Resource |     | Ms Dity Arvanitis                                   |
| French LAC       |     | Mme Louise Plante                                   |
| Library          |     | Mme Michele Dricot                                  |

## Meet the Teacher

Come meet the Trafalgar team and your new classroom teacher on **Thursday, September 19<sup>th</sup>**. We will begin with a gathering in the gym at **5:00 pm**, where the staff will be introduced and information about our school will be shared.

Following this, two **sessions with the classroom teachers will be offered, for those with more than one child at Trafalgar. The first session will be held from 5:20-5:40 pm and the second from 5:40-6:00 pm.** At this time, your child's teacher will share with you their program, routines, expectations and answer questions. As this session is for all parents of the class, teachers will not be able to discuss individual students' progress. Individual student conferences will be held in October.



As staff would love your undivided attention during the gathering in the gym and in the classroom, we respectfully ask that students not attend this portion of the evening. Child care will be provided by Grade 7 students and alumni high school students, who have their babysitting certificate. This will take place in the activity room.

Following the teacher presentations, join us for a bite to eat out back, reconnect with parents and families and meet new members of our community. Staff will be joining you after 6:00 pm. A big thank you to the PAC for hosting this event!

This is an important community building event and a great way to start off the new year.



## Message from PAC on Welcome Back Event

All Trafalgar families are invited to come to the school on Thursday, 19 September for a PAC sponsored "Meet the Teacher/Welcome Back Social" event. We will begin at 5pm in the gym with introductions from the school staff and then there will be two 'Meet the Teacher' sessions - 5:20pm to 5:40pm and then a second one from 5:40pm to 6pm.

The Trafalgar PAC is sponsoring this event and will be providing food and a place for families adults and children, to eat, meet and greet. There are no costs and no tickets for this event as the PAC would love for all families to come.

As a special treat the Trafalgar Senior Band will also be performing so you can tap your toes as you mingle and munch.

We do need an idea of numbers, so please could you RSVP here:  
[www.trafalgarpac.ca/rsvp](http://www.trafalgarpac.ca/rsvp)

Also, we need some volunteers to make this a special event. If you can help a little with one of the jobs, it would be very much appreciated. Please sign up here:  
[www.trafalgarpac.ca/help](http://www.trafalgarpac.ca/help)



Looking forward to starting the year with a bang, I wonder if the band will play Star Wars!?

## Staff News



Please help us in welcoming the following new staff members to Trafalgar.

Welcome to France Soucis, an experienced French Immersion teacher, who spent many years teaching overseas, as well as at Tennyson Elementary and most recently at L'École Bilingue.

Welcome to Alexis Lafebvre, who is joining us, as a first year teacher, having completed his practicum at Ecole Banting Middle School in Coquitlam at the Grade 6/7 level.

Welcome to Trafalgar Elementary! We are thrilled that you are both joining the team!

Farewell to Mme Hoppen who will not be returning Trafalgar. We wish to thank her for her hard work during her time at Trafalgar, and wish her all the best!

Mme Nadine continues to be away. Welcome to Mme Grace Se who will be replacing Mme Nadine during her absence.

Due to staff re-organization, we currently have a vacancy at the Grade 4/5 level in our English program. The position has been posted and we will inform you of the successful candidate as soon as the position is filled.



## Newsletters

Newsletters will be sent home every second Friday via email. They will also be posted on our school website and PAC website. If you have not yet had the opportunity to explore our website, please have a look at the PAC website at [trafalgarpac.ca](http://trafalgarpac.ca). You will find a lot of very helpful information.

## Safe Arrival



Student safety is of paramount importance and ensuring student safety is a shared responsibility. In order to assist us, we ask parents to notify schools of student absences. If your child will be absent from school, please phone the school to report this absence as early as possible. Parents should leave a message on a dedicated answering service by calling 604-713-

5479. Messages will be received before the office is open. School offices are busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To Report Your Child's Absence – Please Call 604-713-5479 prior to 9 am on the first day of the absence.

## Communication with Teachers

Email is one tool for communicating with parents but please note that not all teachers are comfortable using email. Some of our staff prefer to have phone or face-to-face communication. If a teacher chooses to use email, please remember that email is appropriate for general communication but teachers are not able to discuss student behavior or progress via email. Issues requiring discussion are to be addressed through a face-to-face appointment. Please call the office to arrange for an appointment with your child's teacher. Issues must be discussed with the teacher first before contacting administration.



Please note that early morning is a time for teachers to plan, meet and prepare for your child's learning. If you wish to speak to your child's teacher prior to classes beginning at 8:55 am, we ask that you make an appointment, as if you simply drop in, they may not be able to meet with you.

In order to minimize classroom interruptions, forgotten back packs, lunches, etc. should be left in the office for the child to collect at recess or lunch.

## Playground Supervision

There are staff members on supervision duty before school from 8:40 am until 8:55 am and staff members on duty after school from 3:00 pm to 3:15 pm. Students arriving in the morning are asked to wait outside, as this is where the supervision is.



Please ensure that your children do not arrive to school prior to **8:40 am**, as no supervision is provided prior to 8:40 am. After 3:15 pm there is NO adult supervision outside, therefore children CANNOT be left on their own.

At 3:15 pm, a second bell will ring. This bell is a sign for students, who have not yet been picked up by an expected adult, to come into the office and to let us know. Ms. Sharmila, Mme Lavoie or Mr. Singh will always be around at that time and will

contact an adult. Please remind your child to come into the office if they have not yet been picked up by the second bell.

Should you require before or after school child care, please contact our out of school daycare TOOSCS, located just beside our building.

The library will be open at 8:40 am every morning for students to do book exchanges. Therefore, only students going to the library should be in the building prior to 8:40 am.

Children are NOT permitted to use the office telephone to make social arrangements.

For safety reasons, skateboards, scooters and roller blades ARE NOT to be ridden on school grounds during school hours, from 8:40 am to 3:15 pm. Students and parents are requested to walk their bikes, etc. on the school grounds.

## Visitors in the Building

For your safety, please sign in at the office and collect a visitor's badge when coming into the school to volunteer or to meet with a staff member. It is important that we know who is in the building and when, in case of an emergency.



## Recess and Lunch

Welcome back to our hard working Supervision Aides Ms. Yvette, Ms. Terri and Ms. Corinna. The three of them are on duty at recess and lunch and therefore are at Trafalgar from 10:30 am to 1:00 pm.

One Supervision Aide is always supervising the play structures, one is out back and one is in the front of the school.

## SCHOOL AIDES



Our Supervision Aides are very visible, as they wear the bright VSB orange and yellow vests. Under no circumstances are students permitted to leave the school grounds at recess. Recess time this year is from 10:35-10:50 am.

The Supervision Aides also supervise the students during the lunch hour. Administration also helps with lunch hour supervision. Unless the office is notified in writing by parents that other arrangements have been made, students are to remain on the school grounds during the lunch hour 12:00-12:47 pm.

Grade 6 and 7 students will have permission to leave the grounds at lunch once a week, only if the permission form for this special **privilege** was signed by a parent. Form to follow soon.

Students are expected to play appropriately outside and to come dressed for the weather.

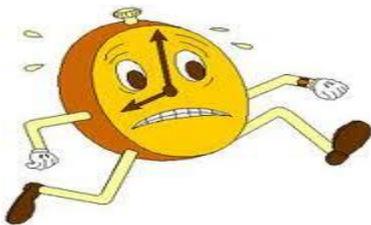
### Medication

If ever your child is prescribed a medication that needs to be administered during the school day, this includes a puffer, Epi Pen, Ms. Sharmila, our first aid attendant, would be the person responsible for administering the medication, but would only be able to do so if we receive the signed VSB form from your physician. These forms are available at the office. This protocol is put in place by the VSB for your child's protection.



All staff are trained on how to use an Epi Pen, in the event of an emergency, by our school nurse.

### Late Arrivals



Late arrivals are of great concern to staff. We encourage parents to ensure that students arrive at school on time. Promptness is important; late students disrupt the classroom and it is difficult to keep up when valuable instruction time is missed.

## Cell Phones and Electronic Devices at Trafalgar



It is now common for students to carry cell phones, iPods and other electronic devices to school. We recognize that for some families a phone is important for communication between students and parents/caregivers before and after school. However, we are finding that cell phones can be a source of disruption in the classroom, a safety concern on the playground and a cause for social difficulties, especially amongst older children.

While students can carry cell phones to school, we ask that parents support our efforts for appropriate use by adhering to the following guidelines:

- Cell phones at school must be turned off and kept in zipped backpacks between 8:55 am-3:00 pm. Students may not use cell phones in classrooms, hallways or on the playground during the school day. Cell phones can only be used when given permission by your child's classroom teacher. For example, at times, intermediate teachers will allow students to use the calculator, internet or the camera on their phones.
- In order to satisfy legal requirements around the protection of privacy, photography at school is allowed only for school purposes and with the permission of a staff member.
- The school takes no responsibility for loss or damage to cell phones, iPods and any other electronic device.
- In order to encourage positive social interaction, iPods and other music players should not be used on the playground during recess and lunch.



## Parking

Parking is extremely limited around the school. Please respect the parking signs accordingly and drive safely. A big thank you to the PAC executive for initiating the instillation of the parking signs along Trafalgar St. to ensure our students are safe when being dropped off and picked up.



## Peanut Allergies



Some of our students have life threatening allergies to nuts and peanuts. We ask your assistance in ensuring that students do NOT bring any foods containing nuts, tree nuts, peanuts or peanut butter to school. This includes at parent events as well.

## Important dates:

| School Operation Overview                           |   |
|---|---|
| Number of Days in Session                           | 188   |
| Number of Days of Instruction                       | 181   |
| Number of Days of Non-Instruction                   | 6 Non Instructional Days;<br>1 Administrative Day (June 26) |
|   |   |
| Important Dates                                     |   |
| School Opening Day                                  | Tuesday, September 3, 2019                                  |
| Thanksgiving Day                                    | Monday, October 14, 2019                                    |
| Remembrance Day Holiday                             | Monday, November 11, 2019                                   |
| Last Day of Instruction Before Winter Vacation      | Friday, December 20, 2019                                   |
| Winter Vacation Period                              | Monday, December 23, 2019 – Friday, January 3, 2020         |
| School Re-opens after Winter Vacation               | Monday, January 6, 2020                                     |
| Family Day  | Monday, February 17, 2020                                   |
| Last Day of Instruction Before Spring Vacation      | Friday, March 13, 2020                                      |
| Spring Vacation Period                              | Monday, March 16 – Friday, March 27, 2020                   |
| School Re-opens after Spring Vacation               | Monday, March 30, 2020                                      |
| Good Friday   | Friday, April 10, 2020                                      |
| Easter Monday                                       | Monday, April 13, 2020                                      |
| Victoria Day  | Monday, May 18, 2020  |
| Last Full Day of Pupil Attendance                   | Thursday, June 25, 2020                                     |
| Administrative/School Closing Day                   | Friday, June 26, 2020                                       |
|   |   |
| Professional Development<br>(school not in session) |   |
| Friday, September 20, 2019                          | Professional Development Day (Date set by school)           |
| Friday, October 25, 2019                            | Professional Development Day (Province Wide)                |
| Friday, November 8, 2019                            | Professional Development Day (District Wide)                |
| Monday, January 20, 2020                            | Professional Development Day (Date set by school)           |
| Friday, February 14, 2020                           | Professional Development Day (District Wide)                |
| Friday, May 15, 2020                                | Indigenous Focus Professional Day (District Wide)           |
|   |   |
|   |   |
| Parent Conference Dates                             | Early Dismissal Times                                       |
| Wednesday, October 9, 2019                          | 2:00 pm   |
| Thursday, October 10, 2019                          | 2:00 pm   |
| Wednesday, March 11, 2020                           | 2:00 pm   |
| Wednesday, April 29, 2020                           | 2:00 pm   |

## The Family Accident Reimbursement Plan

The kids plus student accident insurance program has changed and is now called The Family Accident Reimbursement Plan (FARP). This coverage is still provided by Industrial Alliance and is a voluntary plan which offers coverage for students and their families against accidental injury, unexpected medical expenses and critical illness. The Family Accident Reimbursement Plan is ideal for supplementing costs not covered by provincial health insurance or existing employer extended health and dental plans.



Families can register online to participate in the Plan by using the URL provided below:

<https://www.solutionsinsurance.com/aonbc>



**THURSDAY, SEPTEMBER 19**

*MEET THE TEACHER and  
WELCOME BACK SOCIAL 5:00 PM*

**FRIDAY, SEPTEMBER 20**

*PROFESSIONAL DEVELOPMENT  
DAY-NO SCHOOL*

**TUESDAY, SEPTEMBER 24**

*FIRST PAC MEETING- 7:00 PM*

