

New Torbay Intermediate School

Parent Information Package

As was communicated in a memo from District Office on Friday, the New Torbay Intermediate School will open after Easter. It is our goal to ensure that parents are informed as to the details of this move, and we have therefore compiled this information package. Please review carefully as it contains a great deal of information. If you have additional questions, please feel free to email donemberley@nlesd.ca. This is an exciting time for our school community and we want to work with you to ensure a smooth transition to our new school!

Who will attend our new school?

All Grade 5 and 6 students at both Cape St. Francis Elementary and Holy Trinity Elementary will attend our new school this year. Current Grade 4 students will attend our new school in September 2017, and the current Grade 6 students will also remain at the new school for Grade 7 in September 2017.

When and how will the move take place?

The move to our new school building will occur over the Easter Break. To accommodate packing of school materials and preparations at the new building Grades 5 & 6 students only at CSFE & HTE will have an extended Easter Break. The last day of classes prior to Easter Break for these students is Wednesday, April 12th. When Grade 5 & 6 students return to school after the Easter Break on April 25th, they are to report to the new school.

What are the start and end times of the new school?

Classes will start at 9:05am with students being dismissed at 3:05pm.

When can I drop off my child in the morning?

The earliest that parents can drop off their child at our school is 8:30am. Please do not drop off earlier than this time as your child will not be supervised.

What type of lunch program will be available at the school?

School Lunch will be operating a program at our new school. This will operate the same as at Cape St. Francis Elementary and Holy Trinity Elementary, therefore parents and students will be familiar with this process. We will advise parents regarding the date that School Lunch will begin service at our new school. Parents are encouraged to submit orders as per normal practice.

Will my child be able to purchase recess?

Children will not be able to purchase recess at the New Torbay Intermediate Area School. It is recommended that all children bring their own recess snack to school with them on a daily basis.

Where do I drop off my child?

This school has been designed to accommodate a traffic flow that allows for maximum efficiency and student safety. Parents are asked to adhere to the following procedure when dropping off children:

- Turn off Torbay Road onto Darryll Pye Drive.
- Turn right off Darryll Pye Drive onto the school parking lot.
- Proceed along the front parking lot to the far end of the school, then turn back down the road directly in front of the school and proceed to the front door.
- After your child exits the vehicle proceed to the end of the parking lot and turn left onto Darryll Pye Drive towards Torbay Road.
(Signage will be in place to direct traffic.)

Once entering the parking lot busses will use a separate route around the rear of the building to unload students at a separate student entrance. Regular vehicles are not permitted to use the bus lanes. The parking lot is designed to allow for separate bus and regular vehicle traffic in order to ensure student safety.

What is the daily schedule for the new school?

The Daily schedule will be as follows.

Period 1	9:05- 9:35
Period 2	9:35- 10:05
Period 3	10:05-10:35
Period 4	10:35- 11:05
Recess	11:05-11:20
Period 5	11:20- 11:50
Period 6	11:50- 12:20
Lunch 1	12:20- 12:43
Lunch 2	12:43- 1:05
Period 7	1:05- 1:35
Period 8	1:35- 2:05
Period 9	2:05- 2:35
Period 10	2:35- 3:05

How will the move to the new school affect my child's transportation?

The new Torbay Intermediate Area School will have its own busses and bus routes. Student Transportation staff at the District Office have identified student's bus eligibility using their reported civic address in relation to distance from the school. Only eligible students, those residing 1.6 km or

greater from the school, have been assigned to bus routes. Parents/guardians will receive a document form from the school indicating their student's bus eligibility status, and their bus route and stop location where eligible. Additionally, bus routes and stops for our school can be found on the District's Website at: <https://www.nlesd.ca/schools/doc/1491580180014.pdf>. General bussing information can also be found at www.nlesd.ca.

Will my child's bus stop change?

It is possible that there are some minor adjustments to bus stops depending on the number of children using the bus in any given area. All bus stops are established by Student Transportation staff as per bussing policies. If there are any changes needed as we move throughout the school year you will be notified by the school administration.

My child has been availing of a courtesy seat. What will happen to their courtesy seat once they move to the new school?

As our school is now situated in a different location, there may be changes to a student's eligibility for student transportation based on their proximity to the school. If this is the case for your family and you are interested in a courtesy seat on a bus, or for other circumstances you would like to request a courtesy seat, please contact the school administration. We will address these requests as quickly as possible and contact you about the availability of a courtesy seat.

What do I do if I have questions regarding the bus route, bus stop, walk zone designation, etc?

In order to provide parents with an efficient way to express their concerns, we are asking that you complete an online form. This form can be found here: <https://goo.gl/ankU3L>. School Administration will work with Student Transportation staff to address individual issues and respond in a timely manner. Please complete the survey even if you have already forwarded your concern/question to school administration.

Will my child's teacher, class assignment or schedule change?

All students will remain in the same class with their current homeroom teacher for the remainder of the year. While every effort will be made to minimize changes for students, there may be some modifications, for example in the Music and Phys Ed schedule, in order to accommodate the merging of students from the two schools.

When will we know the name of our new school?

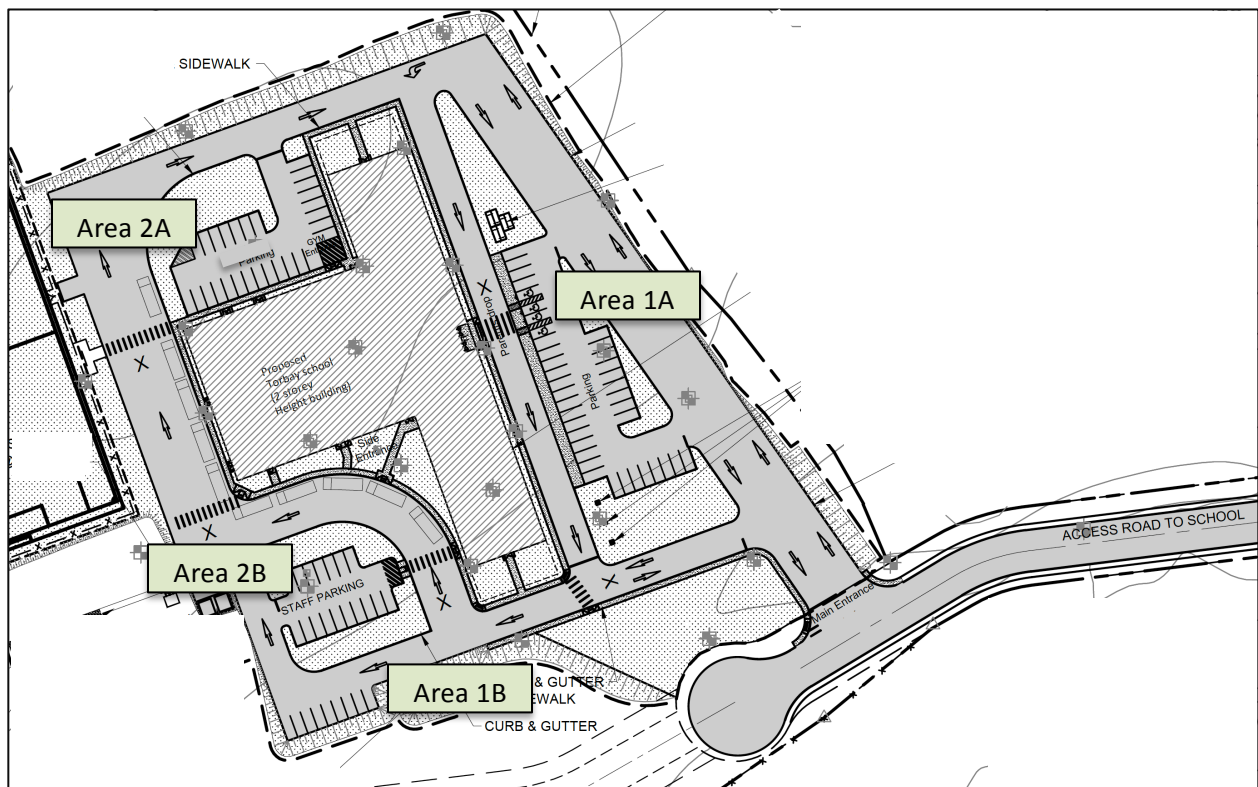
We are working through the school naming process and we anticipate being in a position to announce the new school name in the coming weeks. Thank you to everyone who provided feedback as part of this process!

What is the address of our new school?

The address of our school is 20 Darryll Pye Drive, Torbay, NL, A1K 0C8. Our phone system is currently being installed and we will forward the phone number in the coming days.

Where do I park when visiting the school?

When visiting the new Torbay Intermediate Area School there will be separate designated parking areas for visitors and for staff. The general parking areas for visitors to our school are 1A & 1B, and the staff parking areas are 2A & 2B. School issued permits are required to park in a staff designated parking area. Please see map below.



Parking Designations

Areas 1A & 1B – General Parking (No Permit Required)

Areas 2A & 2B – Staff Reserved Parking (Permit Required)

How will this move affect Grades 5&6 sports teams currently at CSFE & HTE?

We will be working with coaches of these teams regarding the schedule at our new school and we will attempt to minimize changes. Ms. Christy Bruce, our Athletic Director, will work with Administration to coordinate our efforts in this area.

Will the general public have an opportunity to tour the new school?

We are very excited about our new school and are eager to invite our school community to tour the facility, which we plan to schedule before the conclusion of the year. We will inform you once we are ready to arrange a general tour of the school.

Will there be an After School Program offered at the new school?

We are partnering with the YMCA to offer an after school program similar to that currently offered at Holy Trinity Elementary. For more information please contact Olga Sullivan, YMCA General Manager of Children's Services by phone at 754-2962 (ext 232) or by email at osullivan@ymcanl.com.

My child is experiencing anxiety about moving to the new school. What should I tell him/her?

It is normal for children to be nervous when facing a change. It is important to speak to your children about their concerns and to offer reassurance. Remind them that they will be moving with their current class and teacher, and that there will be a lot of familiar faces at the school. It is also an exciting time to make new friends. Once we settle in we will engage the students in a number of fun activities to help them to get to know each other and to feel at home in their new surroundings. We are all available to support our students as we execute this move. Please be sure to communicate any concerns that you may have to your child's teacher or to the Administration. We are committed to working with you to ensure that this is a positive overall experience for you and your child!

We look forward to working with you to ensure a smooth transition to our new school. If you have any concerns or questions please feel free to contact the school Administration.