



*OFFICE OF THE ASSISTANT DIRECTOR
(Finance & Business Administration/Student Transportation)*

*Chair: Goronwy Price
C.E.O./Director of Education (Interim): Anthony Stack*

October 27, 2017

Dear Parents and Guardians:

The Newfoundland and Labrador English School District has developed a contingency plan for student transportation for the Bishop Feild Elementary School community to provide transportation to the new school site at the former Newfoundland School for the Deaf located at 425 Topsail Road, St. John's.

This temporary plan will be in place until school closes for the Christmas break on December 22, 2017. At that time and in conjunction with a school status update, should further busing be required in the New Year due to the school population remaining at the new school site, the bus routes provided may be altered or eliminated depending upon ridership. Please note, some slight variations are also possible for the initial routes once they are implemented based upon driver feedback and the nuances of the route. This is standard with the implementation of bus routes.

The temporary routes are available on the Bishop Feild Elementary website (www.bishopfeildschool.wordpress.com) and the school's profile page on the District website (www.nlesd.ca). Should you have questions about the bus routes please contact the school administration.

The families of all students who reside outside of the Bishop Feild Elementary catchment zone will be provided a courtesy seat and are required to complete the courtesy seat request form which accompanies this memo. This form provides information on applying for a seat for those students who typically are ineligible for busing. Information on the courtesy seating protocol can be found here: https://www.nlesd.ca/schools/busing/doc/courtesy_seating_protocol.pdf.

Families that do not plan to use a school bus and are making other arrangements are asked to notify the school administration as soon as possible. This will assist the school and the District in planning.

As riding a school bus to and from school is new to many students of Bishop Feild Elementary, we do suggest that all families review the information available on the District's website. The site outlines such matters as rules of transportation, student expectations, and also includes a bus safety video. The site is available at the following link: <https://www.nlesd.ca/schools/busing/index.jsp>.

Further, all families of Kindergarten students are reminded that a parent or guardian must be present at a bus stop for morning pick up and to receive the student for afternoon drop off. If no parent or guardian is present for afternoon drop off the student will not be permitted to exit the bus and will be returned to school. The family will be contacted by the administration.

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The District would once again like to thank all members of the Bishop Feild Elementary School community for their understanding during this period of transition. We do look forward to having all students attend Bishop Feild Elementary at its new location on Tuesday, October 31, 2017.

Sincerely,

TERRY HALL, CGA, CPA

ASSISTANT DIRECTOR OF EDUCATION

(Finance and Business Administration/Student Transportation)

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