

SANSOME SCHOOL

Information Handbook 2025 - 2026



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"Learning within a challenging, safe, and supportive environment!"

WELCOME TO SANSOME SCHOOL

It is our pleasure to welcome you to the 2025-2026 school year at Sansome School.

Sansome School is an early years school (K-5) in the St. James-Assiniboia School Division with a current population of 325 students. The staff and community work together to support the goal of lifelong learning with all of our students.

As an Admin. Team, we have the privilege of working side by side with a strong educational team of teachers, support staff, students, and parents who thrive on innovation and recognize the powerful role and responsibility of public education in an ever-changing world. The notion of continuous improvement permeates instruction and teaching pedagogy. Our educational beliefs continue to be enhanced by the most current educational research.

At Sansome School, we provide a learning environment that nurtures creativity and innovation in all learners. Students are encouraged to question the world around them and explore deeper ways of thinking in all areas of learning.

As we continue to work through these extraordinary times, our school and community will rise to meet any challenge as partners in learning.

Best wishes for a successful year!

Mrs. Henrietta Hoch
Principal

Ms Janice
Matthewman
Vice Principal

School Hours

8:45 - Outside supervision begins

***Students should not arrive at the school prior to 8:45 as teacher supervision begins at this time.**

9:00 - Student entry/Attendance

9:05 - Announcements

10:25 - 10:40 - Recess

11:55 - Dismissal for Lunch

12:55 - Outside supervision begins

1:00 - Student entry/Attendance

2:20 - 2:35 - Recess

3:50 – Dismissal

*on Early Dismissal days, dismissal is at 3:13 pm

Meet the Sansome Team: 2025-2026

Administration and Teaching Staff

Mrs. H. Hoch	Principal
Ms J. Matthewman	Vice Principal
Mrs. J. Gerelus	Kindergarten 12AM/PM
Ms. S. Beiko	Grade 1 Room 7
Mrs. M. Hamm	Grade 1 Room 8
Mrs. T. Betz	Grade 1 /2 Room 9
Mrs. R. McKenzie	Grade 2/3 Room 10
Ms. A. Richardson	Grade 2/3 Room 23
Ms. E. Weekes	Grade 2/3 Room 27
Ms. D. Iliffe	Grade 2/3 Room 28
Mrs. J. Sakalauski/ Mrs. C. Sinclair	Grade 4/5 Room 21
Ms. B. Vieira/ Mr. B. Braun	Grade 4/5 Room 29
Mr. G. Wasilewski	Grade 4/5 Room 22
Mrs. D. Morgan	Grade 4/5 Room 34
Mrs. K. Starkell	Phys. Ed
Mrs. S. Moses	Music
Mrs. A. Havixbeck	Guidance
Mrs. P. Zaman	Resource
Mrs. S. Kirk	Literacy Support

Support Staff

Mrs. M. Howard	Head Administrative Assistant
Mrs. J. Sequin	Secretarial Assistant
Mrs. K. Thiessen	Library Technician
Mrs. J. Allan	Educational Assistant
Mrs. S. Flint	Educational Assistant
Ms. S. Hayward	Educational Assistant
Mrs. K. Medlicott	Educational Assistant
Ms. L. Moodie	Educational Assistant
Ms. K. Preston	Educational Assistant
Ms. S. Steeves	Educational Assistant
Mrs. S. Tarr	Educational Assistant
Mrs. M. Vellam	Educational Assistant
Mrs. B. Walker	Educational Assistant
Mr. J. Westmacott	Educational Assistant
Mrs. H. Williams	Educational Assistant
Mrs. T. Winton	Educational Assistant

GENERAL INFORMATION

Inservice and Administration Days

Please refer to the divisional calendar provided at the beginning of each school year. The calendar includes important dates such as early dismissal dates and inservice dates.

Student Attendance

SJASD uses an absence management system called SchoolMessenger. Please see the end of this document for detailed instructions on how to use this system.

Late: Students must report to the office **first** before going to class.

Sign out: If students are leaving school early, the student must be signed out in the office by the adult picking up the student.

Emergency School Closing

In the event that the school needs to be closed, communication with families will occur via SchoolMessenger (divisional automated messaging system) and social media from the school division and/or school.

Fire/Lockdown/Tornado Drills

10 Fire Drills, 2 Lockdown Drills and 1 Tornado Drill are held throughout the year to familiarize students with these procedures.

Indoor Recess

Students will be supervised indoors during inclement weather conditions such as rain or when there is a temperature or wind chill hazard of -28 degrees Celsius or colder. A shortened recess may be held when the temperature or wind chill hazard is between -25 and -28 degrees Celsius.

Lunchroom Procedures:

Sansome School strives to maintain a safe environment. Some students have severe allergies to nut products. With this in mind, we respectfully request that all parents refrain from sending peanut butter, or other items containing nuts to school. Although we cannot guarantee that products containing nuts will not enter our school, we are committed to minimizing the risk to our students as much as possible. Students are encouraged to bring nutritional recess snacks and water bottles to school.

Supervision is provided for students at lunch. **Please note microwave oven service is not available.**

Sansome students who choose to stay for lunch are reminded of the following expectations:

- Students are expected to wash/sanitize their hands prior to eating lunch
- Students are also expected to clean up their eating areas
- Students are expected to demonstrate appropriate and respectful behaviour in the school and on the playground
- Students are expected to follow the direction of all lunch supervisors

Students who do not follow these expectations may have their lunch privileges suspended. When lunch privileges are suspended, a student is not permitted to be at school over their designated lunch hour.

Student lunch hours are divided into an inside eating time and outside recreational time. Students will only remain inside for the entire lunch hour if the outside temperature is lower than -28. A shortened outside period may be called when the temperature is -25 to -28 Celsius.

Patrols

Patrols are selected and trained from Grade 4 and 5 to ensure the safety of all students. Street patrols are stationed at crosswalks and busy intersections to assist students when crossing the streets.

Patrol stations are at Bedson/Sansome and Sansome/Raquette during the following times:

8:50 am – 9:00 am

11:55 am - 12:05 pm

12:50 pm - 1:00 pm

3:50 pm - 4:00 pm

Staff Meetings

Please refer to the divisional calendar for specific dates. Staff meetings usually occur the first Tuesday of each month. Students are dismissed at 3:18 pm during staff meeting days.

Celebration of Learning Conferences

Parent/Student/Teacher conferences are usually held twice a year (usually November and March) to allow students to share learning goals and provide a snapshot of assessment to date. The November Celebration of Learning will be an Open House format on Thurs. November 30th.

Transportation

According to Board Policy, school bus service is provided to those eligible. Students will be supervised by staff while getting on and off the bus at school. Students are expected to cooperate with these supervisors and are required to follow the rules of bus ridership, which include:

- Remain seated unless instructed otherwise by the driver
- Do NOT touch or open windows unless directed
- Refrain from making excessive noise i.e., no shouting, screaming, etc.
- Be courteous to fellow passengers
- Do NOT throw objects on the bus
- Do NOT eat or drink on the bus

If students do not display appropriate behaviour on the bus, their service may be suspended.

A bus ridership program is conducted during the year to familiarize all students with safe school bus behaviour.

Bike Cage

Bike racks inside a fenced bicycle cage are available. Students are advised to have locks on their bikes as this cage is left open over the lunch hour. The school assumes no responsibility for damage or loss.

Cell Phones

Cell phones are not to be used by students during the school day. Cell phones brought to school must be kept in backpacks and/or lockers and cannot be used at lunch or recess.

Lost and Found Articles:

We encourage **labeling** of all student belongings, with their name. Lost and found items are located in the hallway, in the large Lost and Found cabinet.

Visitor Sign-In:

For safety and security reasons, all visitors must sign in when entering/leaving the building. All visitors must immediately report to the office upon entering the school.

Sansome School Healthy Living

Sansome School promotes a healthy active lifestyle through our nutrition education, positive mental health programs and physical education programs.

Library

A library technician is available on a part-time basis. Students are scheduled for library book access once per school day cycle. During this period, students can sign out materials and keep them for one cycle. Students are expected to return their materials promptly on the due date. Books cannot be signed out if there are overdue books at home. Library privileges may be temporarily placed on hold until overdue books are returned or replaced.

Volunteers

Throughout the year, Sansome staff welcome members of our parent community to share their talents and support as volunteers. As per division policy, volunteers will first need to complete the Child Abuse Registry Check and the Criminal Record Check through the school division. Forms are available through the school office.

Resource Programs

The prime purpose of the Resource Teacher is to work collaboratively with the educational team to help students reach their learning goals. The Resource Teacher helps to program for student academic and social-emotional learning.

Math Enhancement Program

Students in Kindergarten receive small group support in mathematics. An Educational Assistant delivers this program in collaboration with the Kindergarten Teachers and Resource Teacher.

Reading Recovery

The Reading Recovery program is an intensive early intervention program designed to assist students experiencing reading difficulties at the Grade 1 level. Students in this program receive one-on-one instruction from a specially trained teacher for 30 minutes each day for approximately 20 weeks.

Guidance Counseling

A Counselor is available to support students in Kindergarten through Grade 5 with social-emotional and academic needs. Counseling may involve working with individual students, small groups of students or entire classrooms. The counselor is available for consultation with parents, students and teachers whenever necessary.

Educational Support Services (ESS)

Our Educational Support Service clinical team consists of the following disciplines: Educational Psychology, Social Work, Speech Language Pathology, Occupational Therapy, and Physiotherapy. When appropriate, these services may be accessed by the educational team and family with permission from the parent(s) or guardian(s) of a student.

Co-curricular Programs

Sansome School staff strive to offer many different co-curricular opportunities with the goal of promoting student engagement. These activities may be academic, leisure and high interest, as well as athletic.

These programs may be limited in exceptional circumstances such as mandated public health protocols or other unforeseen circumstances.

Sansome Parent Council

All parents of students who attend Sansome School are automatically members of the Sansome School Parent Council. The Annual General Meeting each year determines the structure of the parent organization at the school, a parent council or a parent advisory committee

The parent council meets regularly throughout the school year to learn more about the school, to offer insights and suggestions to improve school programs and school life, and to assist with issues that may make the school experience easier for the families in the school. Meetings may occur on-site or online depending on current public health protocols.

Parents are encouraged and are welcome to attend the Parent Council meetings. The first meeting (AGM) typically occurs in September of each school year.



School Messenger



WHAT IS SCHOOL MESSENGER?

School Messenger is an absence management system that improves student safety and makes it easy for you to let the school know about your child's absence.

You are asked to report your child's absence in advance whenever possible using one of these convenient methods:

SchoolMessenger App (Free)

1. Provide your email address to the school.
2. Get the app from the Apple App Store or the Google Play Store (You'll find links to the apps at the School Messenger website at: <https://go.schoolmessenger.ca>).
3. Tap **Sign Up** to create your account.
4. Select **Attendance** from the menu, and then select **Report an Absence**.

Web and Mobile Web: <http://go.schoolmessenger.ca>

1. Provide your email address to the school.
2. Go to the website.
3. Click **Sign Up** to create your account.
4. Select **Attendance** from the menu, then select **Report an Absence**

Interactive Toll-free Phone: 1-844-434-8116

1. Call the toll-free, interactive telephone system.
2. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence.

Whenever an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you don't report your child's absence in advance, the automated notification system will try to contact you (using the communication preferences if you have set them up in the SchoolMessenger app). You will be asked to provide the reason for your child's absence immediately. You may do so using the phoneline, website or mobile app.

If you don't want to receive notifications when your child is absent, be sure to report your child's absence in advance.

If you do receive notifications of your child's absence, be sure to provide the reason as quickly as possible, using one of the 3 methods listed above or during the phone call notification itself.

WHY DO I NEED A SCHOOL MESSENGER APP ACCOUNT?

A SchoolMessenger app account is *not* required to use the toll-free phone line to report absences. However, we strongly recommend that you provide your email address to the school and set up your SchoolMessenger app account. This allows you to review and update absences, review your contact information and communication preferences and more.

Please see related SchoolMessenger app documentation for setting up your account, resetting your password, reviewing contact information, and specifying communication preferences. Once you have setup your account, choose ATTENDANCE from the menu.

If you cannot set up your account, you do not see the ATTENDANCE option, or you do not see your child(ren) listed in your account, please contact the school directly to check that your correct email address is associated with your child(ren).

HOW DO I USE THE TOLL-FREE LINE?

When you call the toll-free phone line, follow the instructions for reporting an absence.

If the phone number you are calling from matches a phone number on file with the school for your student(s), you will hear your student'(s) name(s). If the system doesn't recognize your caller ID, you will be asked to enter the student's home phone number.

If you have difficulty using the toll-free phone line, please consider using the SchoolMessenger mobile app or website.