



**Westwood Collegiate**  
360 Rouge Road  
Winnipeg, Manitoba R3K1K3  
Phone: (204) 888-7650 Fax: (204) 889-0802  
[www.sjasd.ca/school/westwood](http://www.sjasd.ca/school/westwood)

June 28, 2022

Dear Students and Parents:

Welcome to Westwood Collegiate. The administration and staff are looking forward to a successful 2022-2023 school year with your child. This letter will inform you of opening day procedures and school policies which will assist in your student's academic success.

Westwood Collegiate uses the School Cash Online program to collect student fees. You will be required to pay the \$25.00 student fee and the \$30.00 yearbook fee online.

**The online payment program can be accessed on Thursday, August 18<sup>th</sup>, 2022  
to pay fees.**

**Register Online:**

- Step 1: Please go to this site: <https://sjsd.schoolcashonline.com>
- Step 2: Register by selecting the "Get Started Now" and following the steps.
- Step 3: After you receive the confirmation email, please select the '[click here](#)' option, login and add each of your children to your household account.

PLEASE NOTE: If you have any questions during the registration process or while online, please select the **GET HELP** option in the top right hand area of the screen.

---

1. **Westwood students may pick up their timetables as follows:**

Tuesday, August 30<sup>th</sup> - Grade 11 & 12 (9:00 am – 3:00 pm)  
Wednesday, August 31<sup>st</sup> - Grade 9 & 10 (9:00 am – 3:00 pm)

**Please pay fees online prior to timetable pickup.**

If timetable changes are necessary, Student Services will be available to make course changes on August 30<sup>th</sup>, August 31<sup>st</sup> and September 1<sup>st</sup>. Please call the school office at 204-888-7650 if you require an appointment. Please note these appointments will be conducted over the phone.

---

2. **The first day for the fall term is Wednesday, September 7<sup>th</sup>, 2022.**  
Regular school hours at Westwood are 8:30 am - 12:03 pm and 1:11 pm - 3:30 pm.  
The school opening day schedule is listed below:

Morning Schedule – 10:00 am - 11:30 am (Orientation Session):

Orientation for all Grade 9 and any Grade 10-12 students who are “new” to Westwood will take place. Students are to report to the theatre at 10:00 am.

Afternoon Schedule - 1:11 pm - 3:30 pm (All students, Grades 9-12):

- 1:11 – 2:19 Proceed to Period 5 class, Day 2 (students who have not picked up their timetables and paid their student fees should report to the theatre)  
2:22 – 3:30 Report to Period 6 class

3. The student fee covers the costs associated with co-curricular activities, Student Council activities & locks. Yearbooks are \$30.00 and are to be paid online.
4. The attendance policy for Westwood will be discussed on the first day of classes. Please use the **School Messenger program**, to inform the school of the student’s absence. You will find a link to school messenger on our website.

**Reporting dates for the 2021-2022 school year are as follows:**

November 25 <sup>th</sup>	-	Midterm Report Card
February 17 <sup>th</sup>	-	Final/Semester I Report Card
April 21 <sup>st</sup>	-	Midterm Report Card
June 30 <sup>th</sup>	-	Final/Semester II Report Card

5. **School Pictures** – Monday, September 12<sup>th</sup> at 8:30 am. (Students will receive order forms when they pick up timetables.) Picture retakes will be Friday, November 4<sup>th</sup> at 8:30 am.
6. **Staff Meetings** – The first early dismissal of the school year is Tuesday, September 20<sup>th</sup>. Please note, the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month will be staff meeting days resulting in early dismissal at 2:40 pm.
7. **Late Start Tuesdays** – Tuesday is a 9 am start time. Except for the months of September, January and June.

The staff and I hope you have a relaxing and enjoyable summer vacation. We look forward to meeting our students on the first day of classes, Wednesday, September 7<sup>th</sup>, 2021.

Yours truly,

Mr. K. Dueck  
Principal