



Westwood Collegiate

360 Rouge Road
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<http://westwood.sjsd.net>

June 12, 2019

Dear Students and Parents:

Welcome to Westwood Collegiate. The administration and staff are looking forward to a successful 2019-2020 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 \$25.00 yearbook fee online.

**You can access the online payment program Wednesday, August 21st 2019
to pay fees.**

Register Online:

- Step 1: Please go to this site: <https://sjsd.schoolcashionline.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 27th – Grade 11 & 12 (9:00 am – 3:00 pm)
Wednesday, August 28th – 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 by appointment on August 27th, 28th and 29th, 2019.

The St. James-Assiniboia School Division
Great Schools for Growing and Learning

2. **The first day for the fall term is Wednesday, September 4th, 2019.**
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. Following the orientation, there will be a BBQ sponsored by the Student Council from 11:30 am – 12:45 pm.

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

Division transportation for opening day will be provided for bussed students and will follow regular hours; however, because of the 10:00 am start time for opening day, it would be appreciated if alternate arrangements could be made for your son/daughter so that they don't arrive too early. Classes will be dismissed at 3:30 pm and bussed students will be provided with transportation home.

3. The student fee covers the costs associated with co-curricular activities, Student Council activities & locks. Yearbooks are \$25.00 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.

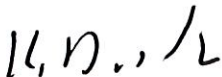
Reporting dates for the 2019-2020 school year are as follows:

November 15 th	-	Midterm Report Card
February 7th	-	Final/Semester I Report Card
April 24th	-	Midterm Report Card
June 30th	-	Final/Semester II Report Card

5. **School Pictures** – Monday, September 9th at 8:30 am. (Students will receive order forms when they pick up timetables.) Picture retakes will be Friday, November 1st at 8:30 am.
6. **Staff Meetings** – The first staff meeting of the school year is Tuesday, September 17th. Please note, the 1st and 3rd Tuesday of each month will be staff meeting days resulting in early dismissal at 2:40 pm.

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 4th 2019.

Yours truly,



Mr. K. Dueck
Principal