

NOTE: Implementation of this plan will depend on Manitoba Public Health Guidelines in August. Please check our website for updates: www.sjasd.ca/school/westwood.

June 28, 2021

Dear Students and Parents:

Welcome to Westwood Collegiate. The administration and staff are looking forward to a successful 2021-2022 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.

You can access the online payment program Thursday, August 19th, 2021 to pay fees.

Register Online:

- Step 1: Please go to this site: <https://sjasd.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 31st – Grade 11 & 12 (9:00 am – 3:00 pm)
Wednesday, September 1st – 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 31st, September 1st and September 2nd, 2021.

2. **The first day for the fall term is Wednesday, September 8th, 2021.**
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 1 (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 \$28.00 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 26 th	-	Midterm Report Card
February 18th	-	Final/Semester I Report Card
April 29th	-	Midterm Report Card
June 30th	-	Final/Semester II Report Card

5. **School Pictures** – Monday, September 13th at 8:30 am. (Students will receive order forms when they pick up timetables.) Picture retakes will be Friday, November 5th at 8:30 am.
6. **Staff Meetings** – The first early dismissal of the school year is Tuesday, September 21st. 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 8th, 2021.

Yours truly,

Mr. K. Dueck
Principal

