



WINNIPEG SCHOOL DIVISION

Robertson School

“A community of learners - working together”

Winnipeg School
Division

September 2024



A Message from Administration...

Welcome to all our new and returning families! We hope you had a safe and restful summer and are ready for an wonderful year of learning! We are very excited and are anticipating another successful year of strong partnerships between students, families and staff of the Robertson community. We believe that together we are stronger and that open, ongoing communication is a key component of all successful relationships.

We have included our school handbook in this September newsletter for your convenience. Please take a few moments to read through the information, expectations and guidelines and feel free to drop by the school or contact us at 204-589-4745, should you have any questions, comments and/or suggestions.

Welcome back to our returning staff, as well as please welcome our returning teacher Tania MacKenzie (Grade 5/6 in Room 103) and new teacher Ms. Caitlin Badillo (Grade 1/2 teacher in Room 149).

We also want to send a huge congratulations to our 4 students who won prizes from our Meet the Teacher Scavenger Hunt: Mary in Room 101, Alexa in Room 135, Amiya in Room 149 and Avril in Room 132. The draw for the prizes took place at our Welcome Back assembly on September 6th.

Please don't forget about our school sign-out protocol. If for any reason (i.e. illness, appointments, etc..) a child needs to leave the building during the school day, the parent/guardian must visit the office and sign out the child. To minimize any disruption to learning time, we ask that families report directly to the office for any reason during the school day (such as to deliver a forgotten lunch or message to your child) rather than going directly to you child's classroom.

The Parent Advisory Council is a great way to get involved and connect with Robertson School. We encourage you to think about joining this vital and dedicated group of parents. The first meeting will be held in October. Our Parent Advisory Chairperson is Julie Dooley and you may contact her here at the school, or at robertsonschoolpac@gmail.com should you have any questions.

Volunteers are an important asset at Robertson School. If you would like to volunteer for the 2024-25 school year, please complete and return the attached Volunteer Form on the back of this newsletter. Ms. Petrelli will then contact you to complete all required divisional forms. Volunteers make a positive difference in the lives of children!

Once again, we are very excited for this upcoming school year. Your child will have the opportunity to learn and grow in a safe, nurturing and respectful environment, surrounded by a community of learners. We look forward to a positive and successful year for all our students!

Sincerely,

Mrs. J. Guzzi
Principal

Mrs. A. Petrelli
Vice-Principal

LUNCH PROGRAM

Robertson School Lunch Program is run by parents and governed by the Parent Council.
Every child who stays for the lunch program must bring their own lunch.

- Lunch Program is available for students in grades 1 - 6 and runs from September to June
- Microwaves are NOT available, so heat ups will not be an option. Thermoses are a great option.
- All students staying for lunch must have a completed registration form whether they are full-time or part-time) with a \$5.00 registration fee.

NUTS and SEAFOOD AWARE SCHOOL

There are students and staff who attend our school who have severe life-threatening allergies to either NUTS or SEAFOOD, so we are reminding you **not to send these in you child's lunches.**

SAFETY FIRST



When dropping off or picking up children, please observe the **No Stopping** and **No Parking** signs posted around the school.

Please also don't block driveways in the back lane or park or stop in the bus zone or in staff's parking spots.

Please make sure to screen your children for signs of illness before sending them to school. To keep everyone healthy, the expectation is that children who are sick need to be at home.

SAFETY

As always, our school will be practicing our emergency preparedness plan. All schools are mandated to have a safety intervention plan in the event of unsafe situations.

Being prepared for an emergency, and knowing how to respond appropriately and calmly should one occur, helps to reassure frightened students and staff.

Every school year we practice 3 Lockdown Drills, 3 Hold and Secure Drills, 1 or 2 Evacuation Drills and 20 Fire Drills

A reminder that our evacuation site is Andrew Mynarski VC School. Our secondary evacuation site is Sinclair Community Club.



~SCHOOL SAFETY MESSAGE~

In accordance to Winnipeg School Division expectations, all entrances will be locked during school hours. As a reminder, all visitors are asked to buzz the doorbell at the front doors and check in at the office upon entry. Also, if for some reason your child needs to leave the building during the school day, please call the school to let us know when possible. A parent/guardian must sign-out the child at the office.

Thank you for your help in keeping our students and staff safe.

Help Wanted

Volunteers are needed and welcome at Robertson School. Your children will be eager to have you in the school and the extra assistance is truly valued. Hope to see you soon!

If interested, please fill in the form below and return it to your child's teacher. Please check all boxes that apply to you. The school will then contact you so you can complete the Winnipeg School Division's Volunteer forms, Criminal Record and Child Abuse Registry Checks. Please note all staff and volunteers must also complete the Respect in Schools training consisting of watching a video and answering questions.

ROBERTSON SCHOOL VOLUNTEERS

Your Name _____ Phone number _____

Child's name _____ Grade _____

I would like to volunteer to work in the school library.

I would like to work with students in classrooms.

I would like to volunteer to help on field trips.

I would like to be called to help with parent council fund-raising events.

Driver Safety Around Robertson School

Be Responsible

- Research shows that regular physical activity supports learning: walk or bike to school.
- All adults take responsibility for keeping our kids safe.

Be Respectful

- Be considerate of others driveways in the back lanes around the school
- Please observe the parking restrictions at the front of the school.
- Please drop your children off in the front of the school to walk to their lines or in the drop-off zone by Monreith St..

Be Safe

- Please park on one of the streets around Robertson School and walk to school.
- Please cross at the corners where we have Patrols or Adult Crossing Guards.
- Watch for pedestrians.
- Read and follow traffic signs.
- There is an adult crossing guard at Machray and Monreith St. to assist children. We encourage parents to use this drop-off zone to keep children safe.

ROBERTSON SCHOOL STAFF

Mrs. J. Guzzi, Principal
Mrs. A. Petrelli, Vice-Principal
Ms. C. Brooks, Head Secretary
Ms. S. Wong, Clerk

TEACHERS

TBD, Nursery
Ms. C. McMurren, Kindergarten
Ms. C. Badillo, Grade 1/2
Ms. T. Forester, Grade 1/2
Mrs. S. Sylvester, Grade 1/2
Mrs. R. Phat, Grade 1/2
Ms. A. Sirdar, Grade 3/4
Ms. H. Engstrom, Grade 3/4
Ms. M. MacDonald, Grade 3/4
Ms. A. Taylor, Grade 3/4
Ms. A. Hladun, Grade 4/5/6
Ms. M. Severa, Grade 5/6
Ms. N. Hermann, Grade 5/6
Ms. A. McLennan, Grade 5/6
Ms. T. Mackenzie, Grade 5/6
Mr. R. Sabatini, Autism HUB Program
Mr. S. Capizzi, Phys. Ed
Mr. A. Rosner, Music/Performing Arts
Ms. S. Valentim, Literacy Support
Ms. M. Olson, Inclusive Education RT
Ms. S. Kjean, Inclusive Education RT
Ms. N. Salo, Inclusive Education RT

EDUCATIONAL ASSISTANTS

Ms. G. Costa
Ms. D. Ducharme
Ms. P. Gill
Mr. T. Gollan
Ms. R. Gomes
Ms. C. Irwin
Ms. S. McDougall
Ms. B. McKenna
Ms. J. Nacion
Ms. C. Nenka
Ms. M. Paredes
Ms. S. Pimentel
Ms. T. Sankar
Mr. M. Sztulwark
Ms. K. Wawrenty
Mr. D. Welburn
Ms. T. White
Ms. C. Yarish

CUSTODIANS

Mr. R. Ritual, Head Custodian
Ms. R. Anwidh, Caretaker
Mr. R. Manlapaz, Night Custodian



Monthly Litterless Lunch

The Education For Sustainable Development (ESD) committee is excited to announce a year long litterless lunch initiative. **Litterless lunch days will take place on the first Friday of each month.** For the month of September we encourage everyone to participate in a litterless lunch on Friday, September 15th.

Litterless lunches provide Robertson families with the opportunity to work towards a sustainable future and satisfy 5 of the United Nations 17 sustainable development goals. By packing a lunch with reusable containers, we reduce the amount of plastic consumed by our community and in turn, reduce the amount of single use items that find their way into landfills and our waterways.

As a school, we have done a tremendous job of reducing food waste. So much so, classrooms no longer require large garbage bins to collect lunch time garbage. The ESD committee would like to continue the momentum of reducing the amount of single use items people consume in an effort to care for Mother Earth and help sustain her natural resources.



IMPORTANT DATES TO REMEMBER

**~SUBJECT TO
CHANGE~**

Tuesday, September 3	Admin Day - no students Meet the Teacher 4:00pm - 5:30pm
Wednesday, September 4	First Day of Classes
Friday, September 6	Welcome Back Assembly
Thursday, September 12	Common Area Training
Friday, September 13	Dental Screening (AM)
Friday, September 27	Picture Day
Monday, September 30	National Day for Truth & Reconciliation - No classes
Tuesday, October 9	No Classes- Professional Development
Monday, October 14	Thanksgiving Day - no Classes
Friday, October 25	No Classes - MTS PD Day
Friday, November 1	No Classes- Professional Development
Monday, November 11	Remembrance Day - No classes
Thursday, November 21	Evening Tri-Conferences 3:30-8:00 pm
Friday, November 22	No Classes - Tri-Conferences/Professional Development
Thursday, December 12	Winter Concert N-2, Autism HUB
Friday, December 20	Last Day Classes
Monday, December 23	No Classes - Winter Break
Monday, January 6	School re-opens
Thursday, January 9	Common Area Training
Monday, January 31	No Classes- Professional Development
Monday, February 17	No Classes - Louis Riel Day
Thursday, March 13	Evening Student LED Conferences 3:30-8:00 pm
Friday, March 14	No Classes - Student LED/Professional Development
Friday, March 28	Last Day Classes
Monday, March 31	No Classes - Spring Break
Monday, April 7	School re-opens
Tuesday, April 8	Common Area Training
Friday, April 11	No Classes - Professional Development
Friday, April 18	Good Friday– No classes
Monday, May 9	No Classes - Professional Development
Monday, May 19	No Classes - Victoria Day
Thursday, June 26	No Classes - School Planning
Friday, June 27	Last day of school - 11:30 am early dismissal



IMPORTANT DATES TO REMEMBER

- October 9 - **NO CLASSES** - In-service Day
- October 14 - **NO CLASSES** - Thanksgiving Day
- October 25 - **NO CLASSES** - In-service Day

Monday	Tuesday	Wednesday	Thursday	Friday
2	Day 1 3	Day 2 4	Day 3 5	Day 4 6
NO SCHOOL Labour Day	No SCHOOL Administration Day Meet the Teacher Night 4:00pm-5:00pm	1st Day of Classes		Welcome Back Assembly
Day 5 9	Day 6 10	Day 1 11	Day 2 12	Day 3 13
N/K attend full time morning or afternoon				Litterless Lunch Terry Fox Run 1:30 pm
Day 4 16	Day 5 17	Day 6 18	Day 1 19	Day 2 20
<div style="display: flex; justify-content: center; align-items: center;"> ← Hearing Screening → </div>				
Day 3 23	Day 4 24	Day 5 25	Day 6 26	Day 1 27
				Picture Day 

30

**National Day for
Truth &
Reconciliation**
NO SCHOOL

REMINDER

We ask that all students and parents
remain outside until the bell rings at
8:50 a.m. and 12:50 p.m.
(weather permitting)

~ATTENDANCE~
SAFE ARRIVAL

Before the bell time of the current day, call
1-855-278-4513 or visit
<https://go.schoolmessenger.ca> to report your
student's absence or late arrival. An automated system
will call out if your child is not in their classrooms by the
9:00am & 1:00pm to check in for attendance.

ROBERTSON ELEMENTARY SCHOOL

A Community of Learners – Working Together
2024 - 2025

Robertson Handbook



WELCOME TO ROBERTSON SCHOOL

This handbook is intended to acquaint you with the school, its staff, programs, policies and procedures. Please keep this as a handy reference guide and if you have any questions, do not hesitate to call the school at 204-589-4745.

Robertson School is a Nursery to grade 6 school with approximately 360 students. We are an Inclusive education school with students in our Autism HUB Program. We are a community of learners - working together and pride ourselves in the fact that we believe in a quality education for all students in a safe, caring and cooperative learning environment.

We hope that you and your family will become actively involved in the Robertson School Community of Learners. When we work in partnership, your children's educational experiences will be both enriching and positive.

Parent Council

There is a strong parent council and we encourage all parents to become members of the parent council or to help out at the many events they organize throughout the school year. Email robertsonschoolpac@gmail.com for more information.

Before and After School Program: Inspired by Wonder Inc.

Robertson School houses a licensed day care program for before and after school, as well an afternoon Nursery/Kindergarten program. Subsidies may be available depending on income. Before the school day (6:30 – 9:00) and after school (3:00 – 6:00) and N/K (a.m./p.m.) 9:00-12:55 and 11:25 - 3:00) students are cared for by registered day care providers. Register at the daycare office to be a part of this program. Call **Inspired by Wonder Inc. at 204-586-7950 for more information.**

SCHOOL HOURS:

The school office is open from 8:00 a.m. – 4:00 p.m. Monday to Friday.

Grades 1 to 6	8:55 a.m. - 11:55 a.m. 12:55 p.m. - 3:25 p.m.
Lunch Hour	11:55 a.m. - 12:55 p.m.
Nursery class	8:55 a.m - 11:25 a.m
Kindergarten classes	8:55 a.m - 11:25 a.m. 12:55 p.m - 3:25 p.m

The school schedule follows a six day cycle. Parents will be provided with the six day schedule at the beginning of each school year.

ARRIVAL AT SCHOOL:

Children should not arrive earlier than 15 minutes before school opening. The playground is supervised from 8:40 – 8:55 and from 12:50 – 12:55. Students who arrive early are expected to remain outside until the bell rings. During inclement weather, the duty supervisors will allow students to stand inside the entrances. The bell rings for students to enter at 8:50 a.m. and 12:50 p.m.

CELL PHONE PROCEDURE:

As per the direction that has been put forth by the Minister of Education and Early Childhood Learning, Kindergarten to Grade 8 students are banned from using cell phones during school hours, inclusive of breaks and lunch. Therefore, all students who bring a cell phone to school will be required to hand their phones to their classroom teacher when they walk through their classroom door first thing. Classroom teachers will lock all cell phones away until the end of the day (3:25 pm). Students will not have access to their phones at breaks or at lunch times. If you need to contact your child during the school day, please contact the office at 204-589-4745.

RECESS:

Recess times are at 10: 35 a.m. -10:50 a.m. and 2:05 p.m.—2:20 p.m.

Recess is held indoors when the weather is unsuitable. The Winnipeg School Division has cold weather guidelines for schools and when the temperature with wind chill is lower than -27, the children will have indoor recess.

STAFF MEETINGS / PROFESSIONAL DEVELOPMENT DAYS:

Regular staff meetings are held on the **first Tuesday of each month**.

Teachers require opportunities to expand their knowledge and training in order to implement new curricula and directions emerging from the school division and the Manitoba Education, Citizenship and Youth Department. Thus, throughout the year, there will also be days designated for school wide professional development for the staff. On these days, the classes will not be in session and parents will be notified in advance of the dates and times of these days in our monthly newsletter.

ATTENDANCE/SAFE ARRIVAL:

Before the bell time of the current day, **call SAFE ARRIVAL at 1-855-278-4513 or visit <https://go.schoolmessenger.ca>** to report your student's absence or late arrival. An automated system will call out if your child is not in their classrooms by 9:00 a.m. & 1:00 p.m. to check in for attendance. Please update your email or phone numbers with our school office if there are any changes.

SCHOOL FORMS:

In October of every school year, you will be asked to complete a student information form. It is important to keep our information up to date and any changes that occur during the year should be reported to the school.

In the event of any serious injury to your child (cuts, sprains, breaks, concussion) which might need medical attention, you will be notified immediately. Therefore, it is imperative that your telephone numbers are accurate and current. Please notify us of any changes as soon as possible.

PROCEDURE FOR PARENT CONCERNS:

What do you do when you have a concern? Should there be a concern, **first try to solve it with your child's teacher.** If unresolved, contact the principal or vice-principal.

FIELD TRIPS:

Field trips are important and provide curriculum based experiences for students. Notification of pertinent details and a permission form for the parents/guardians to sign will be sent home before each outing. **We will need parent volunteers to help supervise on field trips.**

REPORT CARDS AND TRI CONFERENCES/STUDENT LED CONFERENCES:

Report cards are issued three times per year during the months of **November, March and June.** In November, Tri-conferences are held. These conferences encourage students to be responsible and accountable for their learning, their effort and their behavior. They give students the chance to look back on what they have or haven't accomplished during the term. In these conferences, your child, together with the teacher, can identify areas of strength and weakness, describe goals for the next term and the things s/he and the teacher will do to achieve those goals. In March, the students will share their learning through stations with their caregivers.

FIRE DRILLS:

All schools must have at least ten fire drills during the school year. During these drills, the students learn to exit the building quickly and safely.

LUNCH PROGRAM:

Students have the opportunity to stay for lunch at Robertson School. The lunch supervisors and lunch program coordinator are hired by Parent Council. There is a monthly fee or a daily fee for students and students are supervised inside the school from 11:55-12:25 and then outside on the playground from 12:25-12:55. Children in the lunch program are not permitted to leave the school grounds during school hours unless there is a written request from parents. Appropriate and respectful behaviour is expected from the students at all times during the lunch hour. Discipline concerns are handled cooperatively by the lunch program staff and Robertson School staff. Receipts for income tax will be issued, if required, and are sent out in February.

We ask that students bring their own lunch and parents refrain from sending any snacks or foods that contain nuts/tree nuts, seafood or fish as a number of our students have severe allergies.

We are looking for Lunch Program staff to help us supervise the students. Please contact Sherry Bednarski at robertsonlunchprogram@gmail.com.

SEPTEMBER/OCTOBER MEANS...

BUS RIDERSHIP:

The bus ridership program happens twice yearly in the fall and the spring. Students are instructed in the proper and safe way of traveling on school busses.

SCHOOL PICTURES:

Pictures of individual Robertson students as well as class pictures will be taken by Edge Imaging. All students will be photographed. Please notify your child's teacher if you do not want an individual picture taken of your child. Re-takes are also available for those who require them. We also do individual photos in the spring.

MEET THE TEACHER:

Each September on the Tuesday before school starts, the school has an open house ***Meet the Teacher*** event at the school. Parents have an opportunity to learn about classroom programs and meet the teachers in an informal atmosphere.

PATROLS:

Each year approximately 40 grade 5 and 6 students provide safe crossings for Robertson students traveling to and from school. Patrols are trained and supervised by two staff members and each throughout the year.

Additionally, the grade 3 and 4 students support the N/K classrooms with helping get the students ready for the day and leave school at the end of the day.

GRADE 3-6 LEADERSHIP OPPORTUNITIES:

Students will be able to participate in many leadership opportunities throughout the school year including but not limited to: ESD, N/K Patrols, student council, etc.

PLAYGROUND AND PLAY STRUCTURE:

Robertson parent council provided the school with a beautiful play structure which is enjoyed by students during school hours and the community in the evenings. During school hours, staff provides supervision at recess times and lunch room supervisors supervise the children after lunch.

HOME READING:

Many classrooms at Robertson School have a home reading program whereby students take home a book each day. This book is to be read to the child by the parent or the book is read to the parent by the child. We strongly believe that daily reading is a necessity for a successful school experience and the staff at Robertson School promote and encourage this. Please take the time each day to read to your child or have your child read to you.

We consider home reading to be homework.

COMMUNICATION:

Each month a school newsletter is sent home electronically. These newsletters inform parents of school activities and also include a monthly calendar to help parents make note of special activities and school closings. Other notices are also sent home with your child and **we suggest that backpacks be checked daily for the home reading book, and any notices that may have been handed out for that day.** Also, visit our school website for up to date information and links to our social media accounts.

POSITIVE BEHAVIOURAL INTERVENTIONS & SUPPORTS (PBIS):

PBIS is a system of support for defining, teaching, and supporting appropriate student behaviors to create a positive school environment. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm.

PBIS helps students by defining very clearly the desired behaviors in each part of the school, by training students in these behaviors, by rewarding positive behavior and by gathering data on challenging areas in order to work on targeted solutions.

After each natural break (Beginning of School, after Winter Break and after Spring Break) staff and students will go visit each common area to be reminded of school expectations. Students will ask any questions they have to the designated adult.

The goal of PBIS at Robertson School is to establish the behavioral supports needed for all students to achieve social, emotional and academic success, and to become positive members of the school community.

PROGRAMMING:

Robertson School follows the Manitoba curricula which includes the following:

- Language Arts
- Mathematics
- Science
- Social Studies
- Art
- Health
- Music
- Performing Arts
- Physical Education
- Technology

All programs follow the curriculum guides as published by the Manitoba Department of Education, Training and Youth.

Robertson School also offers the following programs:

- Literacy Support/Numeracy Support- support service designed to assist students experiencing learning difficulties or needing enrichment
- Learning Support/Inclusion Support– who will collaborate, co-teach, and support the classroom students and teachers.
- Extra-curricular activities - run on a voluntary basis by the staff and can occur before school, during the lunch hour and/or after school.

THE WINNIPEG SCHOOL DIVISION - CODE OF CONDUCT

The purpose of the Code of Conduct is to promote a healthy, caring and inclusive school culture where high levels of achievement occur within a positive school environment. The Winnipeg School Division and Robertson School believe that everyone has the right to be treated with dignity and respect.

PLEASE REFER TO THE WINNIPEG SCHOOL DIVISION CODE OF CONDUCT for students, staff and parents/guardians SENT VIA MESSENGER WITH THIS NEWSLETTER FOR FULL INFORMATION