

Robertson School

“A community of learners - working together”

Winnipeg School
Division

September 2025



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 amazing 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. Our school theme is *Everyone is Valued and Interconnected*, and we strive to instill those values in all.

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.

We would like to take this opportunity to welcome back our returning staff, as well as introduce and welcome our new teachers. Please welcome Mr. Kyle McCartney - Nursery and Nursery/Kindergarten, and Mrs. Kyla Haggart – Grade ½.

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 your 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 early fall. Our Parent Advisory Chairperson is Ms. 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. We need volunteers for a variety of activities, but especially to help support field trips during the school year. If you would like to volunteer, please complete and return the attached Volunteer Form on the back of this newsletter. Mrs. Petrelli will then contact you to complete all required divisional forms. If you have volunteered in the past and would like to continue volunteering, please drop by the office to complete a yellow Volunteer Renewal Form. 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

~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.

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 10 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 with 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

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

TEACHERS

Mr. K. McCartney, Nursery/Kindergarten
Ms. C. McMurren, Kindergarten
Ms. N. Hermann, Grade 1
Ms. C. Badillo, Grade 1/2
Ms. K. Haggart, Grade 1/2
Mrs. S. Sylvester, Grade 1/2
Mrs. R. Phat, Grade 1/2
Ms. M. Kaushal, Grade 3/4
Ms. H. Engstrom, Grade 3/4
Ms. M. MacDonald, Grade 3/4
Ms. S. Kjeaar, Grade 3/4
Mrs. A. Gray, Grade 5/6
Ms. M. Severa, Grade 5/6
Ms. A. McLennan, Grade 5/6
Ms. T. Mackenzie, Grade 5/6
Mr. S. Capizzi, Phys. Ed
Mr. A. Rosner, Music/Performing Arts
Ms. S. Valentim, Literacy/Numeracy Support
Ms. S. Sirdar, Literacy/Numeracy Support
Ms. M. Olson, Inclusive Education RT
Mr. R. Sabatini, Inclusive Education RT
Ms. N. Salo, Inclusive Education RT

EDUCATIONAL ASSISTANTS

Ms. O. Adaghosa
Ms. S. Bednarski
Ms. O. Boldt
Ms. G. Costa
Ms. D. Ducharme
Ms. R. Germino
Ms. P. Gill
Mr. T. Gollan
Ms. K. Harrison
Ms. R. Heidari
Ms. C. Irwin
Ms. S. McDougall
Ms. B. McKenna
Ms. J. Nacion
Ms. C. Nenka
Ms. M. Paredes
Ms. S. Pimentel
Mr. J. Quilao
Ms. C. Sammons
Ms. T. Sankar
Mr. A. Scott
Ms. A. Sidhu
Ms. L. Silastre
Ms. K. Wawrenty
Mr. D. Webb
Ms. T. White

CUSTODIANS

Ms. N. Galvez, Head Custodian
Ms. R. Anwidh, Caretaker
Vacant, 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 12th.

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 2	Admin Day - no students
Tuesday, September 2	Meet the Teacher 4:00pm - 5:30pm
Wednesday, September 3	First Day of Classes grade 1-6
September 3 & 4	Nursery/Kindergarten Interviews
Friday, September 5	Welcome Back Assembly
Friday, September 5	Staggered start for N & K
Monday, September 8	N/K start regular morning/afternoon classes
Thursday, September 11	Common Area Training
Monday, September 22	No Classes-Teacher PD
Thursday, September 25	Terry Fox Run
Friday, September 26	Dental Screening (AM)
Tuesday, September 30	National Day for Truth & Reconciliation - No classes
Friday, October 3	PICTURE DAY
Wednesday, October 8	No Classes-Professional Development
Monday, October 13	Thanksgiving Day - no Classes
Friday, October 24	No Classes - MTS PD Day
Tuesday, November 11	Remembrance Day - No classes
Thursday, November 20	Evening Student-Led Conferences 3:30-8:00 pm
Friday, November 21	No Classes - Teacher Professional Development
Thursday, December 4	Report Cards Go Home
Tuesday, December 16	Winter Concert N-4
Friday, December 19	Last Day Classes
Monday, December 22	No Classes - Winter Break
Monday, January 5	School re-opens
Thursday, January 8	Common Area Training
Friday, January 23	No Classes- Teacher PD
Monday, February 2	No Classes- Professional Development
Monday, February 16	No Classes - Louis Riel Day
Thursday, March 19	Evening Student-Led Conferences 3:30-8:00 pm
Friday, March 20	No Classes - Professional Development
Wednesday, March 25	Report Cards Go Home
Monday, March 30	No Classes - Spring Break
Monday, April 6	School re-opens
Thursday, April 9	Common Area Training
Friday, April 10	No Classes - Professional Development
Friday, May 8	No Classes - School Planning Day
Monday, May 18	No Classes - Victoria Day
Thursday, June 25	Report Cards Go Home
Tuesday, June 30	Last day of school - 11:30 am early dismissal



IMPORTANT DATES TO REMEMBER

October 3— PICTURE DAY
 October 8 - NO CLASSES - In-service Day
 October 13 - NO CLASSES - Thanksgiving Day
 October 24 - NO CLASSES - In-service Day

Monday	Tuesday	Wednesday	Thursday	Friday
1 <u>NO SCHOOL</u> Labour Day	Day 1 2 <u>No SCHOOL</u> Administration Day Meet the Teacher Night 4:00pm-5:30pm	Day 2 3 Nursery & Kindergarten in- terviews 1 st Day of Classes for Gr. 1-6	Day 3 4 Nursery/Kindergarten interviews	Day 4 5 Staggered start for N/K Welcome Back Assembly
Day 5 8 N/K starts morning and afternoon classes	Day 6 9	Day 1 10	Day 2 11	Day 3 12 Litter less Lunch
Day 4 15	Day 5 16	Day 6 17 Hearing Screening	Day 1 18	Day 2 19
Day 3 22 Teacher PD: Writing Literacy <u>NO SCHOOL</u>	Day 4 23	Day 5 24	Day 6 25 Terry Fox Run	Day 1 26 Dental Screening
Day 2 29	30 National Day for Truth & Reconciliation <u>NO SCHOOL</u>	<div> 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) </div>		

ROBERTSON ELEMENTARY SCHOOL

We are all Valued and Interconnected
2025 - 2026

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.

At Robertson School, we believe that everyone is valued and interconnected. Rooted in The Winnipeg School Division's vision of Joy, Love, and Rigour, we provide a safe, inclusive environment for approximately 375 students from Nursery to Grade 6.

Our 65 staff members deliver specialized, strength-based programming that supports diverse learners through inquiry-based approaches. Students are engaged in meaningful learning that fosters curiosity, collaboration, and critical thinking.

Equity and diversity are celebrated in our school community. We strive to ensure all students feel seen, respected, and supported in a space that honours their identities and lived experiences.

Student well-being and mental health are central to our work. Dedicated sensory and regulation spaces—including the Movement Room, The Den, The Cave, and Sensory Room—help students develop self-regulation skills in a calm, supportive environment.

Staff collaborate continuously to grow professionally and respond to student needs. We value our partnerships with families and community organizations, including Inspired by Wonder Inc., and appreciate the support of our Parent Council in strengthening connections between home and school.

At Robertson, we create a culture of belonging where every student feels confident, capable, and inspired to learn with joy and purpose. 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.

SCHOOL HOURS:

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

School day for :

Grades 1 to 6:	8:55 a.m. - 3:25 p.m. (Lunch Hour 11:55 a.m.-12:55 p.m.)
AM Nursery and Kindergarten classes	8:55 a.m - 11:25 a.m
PM N/K & K classes	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. **The entry bell is 8:50 a.m. and 12:50 p.m.**

ARRIVAL AT SCHOOL:

The playground area by the play structure is supervised from 8:40 – 8:55 a.m. and from 12:50 – 12:55 p.m. Students who arrive early are expected to remain outside in that area 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: 25 a.m. -10:40 a.m. and 2:25 p.m.—2:40 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. Please ensure you have filled out volunteer forms well in advance. Call the school office to ask for the appropriate forms.**

REPORT CARDS AND STUDENT LED CONFERENCES:

Report cards are issued three times per year during the months of **December, March and June**. In November and March, Student-led 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.

FIRE DRILLS, HOLD & SECURE, LOCKDOWN DRILLS and EVACUATION 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.
- At least three hold & secure and lockdown drills (one each term). During these drills, students learn how to behave safely in emergency situations where there might be an emergency outside or inside the building.
- At least one evacuation drill to our evacuation site at AMVC Junior High.

LUNCH PROGRAM:

Students have the opportunity to stay for lunch at Robertson School.

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. To be a part of lunch program, appropriate and respectful behaviour is expected from the students at all times during the lunch hour. 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.

SEPTEMBER/OCTOBER MEANS...

BUS RIDERSHIP:

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

SCHOOL PICTURES:

Pictures of individual Robertson students will be taken by Edge Imaging in the fall and class pictures will happen in the spring. 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. Grade 6 'farewell' photos are done 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 staff members 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 leaving 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, conflict managers, library helpers, den helpers, 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 via school messenger, email and occasionally a hard copy with your child. Please ensure you check emails regularly **we suggest that backpacks be checked daily for home reading, 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 and that common language and expectations are known and used.

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 can 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.

At Robertson School, our three pillars for expected behaviours are:

BE RESPECTFUL

BE RESPONSIBLE

BE SAFE

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– teachers 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