

Westwood Primary School Newsletter

September 4, 2025



Principal: Sherry Flynn

Vice-Principal: Patrick Richard



Dates to Remember

September 4th – First Day for Students 2025

September 10th – Meet the Teacher: Session 1 @ 6:00pm, Session 2 @ 6:30pm

September 17th – 18th School Photo Days

September 22nd – Westwood Home & School Association Meeting @ 6:00 pm

September 30th – National Day for Truth and Reconciliation (**NO CLASSES**)

October 10th – Provincial Learning Day (**NO SCHOOL**)

October 13th – Thanksgiving (**NO SCHOOL**)

Welcome Back to Everyone!

We hope all of you had a wonderful summer and enjoyed the beautiful PEI weather! It is great to have our students and staff back at Westwood Primary School! The staff has been working hard over the past several weeks making sure that our school and classrooms are clean and safe for the students and we are very excited to see all of the new and returning Westwood Students. I encourage all parents and guardians to contact your child(ren)'s teacher if you have any questions at all about the school start up.

Westwood Primary School Office Hours

Westwood Primary office hours are from 8:00 am to 4:00 pm Monday thru Friday. Administrative assistants will be available at 8:00 am to 4:00 pm daily to accept phone calls to assist you.

Meet Our Staff Evening

Westwood Primary is hosting its Meet Our Staff Evening on Wednesday, September 10th.

We have two 25-minute sessions to allow parents with multiple children in our school meet with multiple classroom teachers. Our first session is from 6:00 - 6:25pm (5-minute transition time) and 6:30 - 6:55pm.

Please feel free to mingle about the school to meet our amazing resource teachers, specialist teachers and counsellors. If you have any questions, please contact the school. We can't wait to see you on the 10th!

Westwood Primary School Facebook Page

Have you visited our Westwood Primary Facebook Page <https://www.facebook.com/profile.php?id=100057288586113> . Lots of information and reminders are posted here. **Be sure to like our FB Page... information is posted there regularly.**

Student Homework Bag

Reminder to families to please send in \$3.00 for your child's homework bag to the classroom teacher.

Westwood Primary Staff Changes

Westwood Primary would like to welcome some wonderful people to our team this year:

Patrick Richard – Vice Principal
Caleigh Chaisson – KE
Samantha Konopka – 1F
Jessica Wang - Resource
Hailey Bond – EA
Suzane Leggott - EA
Kennedy Cottreau -EA
Hunter Curran – EA
Donald Arsenault – EA
Theresa Lambe – EA
Sheri Jack – Student Attendant

Attendance Matters!

For the 2025-2026 school year, we wish to share the emphasis on the critical importance of regular attendance and punctuality in your child's time in school. Our school, along with all schools across PEI, is placing a strong focus on accurately tracking attendance data and actively engaging with students who experience frequent absences or tardiness. Consistent attendance and attention are key to academic success, and it starts as early as students in kindergarten. We will be working hard to provide an engaging and welcoming space for students to come each day and we need support from you in reinforcing the value of being present and on time each day. On average in a school year, 5,980 of 20,747 students in Public Schools Branch schools have missed 10% or more of total school days, that's approximately 18 school days, and it can have a lasting impact on their academic success. To help understand how our school is doing, each month we'll include PSB data in our newsletter with hopes to see improvement throughout this school year.



School Bus Tags

Students will be arriving home with bus tags on their kitbags. We ask that you do not remove these tags. The information on the tag is used by teachers, bus drivers and substitutes in our building. If you notice that there is an error in the information on the bus tag, please send a note to the school indicating what the correct information should be and we can make the changes. We will be making changes to many of these tags as we get up to date after school plans from families. Thank you.

School Day Start Time & End Time

Instruction begins at **8:30 am each day**, so please ensure that if you're dropping your child(ren) off that they are here **by 8:25am**. If you arrive after 8:30 am, your child will need to enter through the front door and will need to be signed in late by the parent or guardian. The late sign-in book is in the office on the counter.

Also, please note that there is no supervision provided before 8:05 am. Children cannot be dropped off before 8:05 am.

Children can be dropped off anytime between 8:05 am and 8:30 am. We also would like to remind parents that we are encouraging students to walk to their hollow doors on their own in the mornings to enter their classes. This helps to develop independence and routine for our students.

If you wish to speak to the classroom teacher, please enter through the front doors to register as a visitor, collect an ID tag and proceed down to the classroom.

Our school day at Westwood Primary ends at 2:30 pm. If you are picking your child up early for an appointment, please phone the school and we will let the child, and the teacher know. You should park in the visitor parking area (old tennis court) and come to the front door. Buzz the front door and we will send your child out.

We do not encourage picking your child up early to "beat the rush" at dismissal. Instruction for students continues until 2:30pm everyday.

Utensils for Lunch

PEI Healthy School Lunch Program and Westwood Primary do not provide plastic spoons, fork and straws at snack or lunch time. Please make sure you are packing utensils for your child in their lunch bag.

New Signage on School Grounds

There is a lot of signage on School Property. Please make sure to **always yield to BUSES** on school property. Also, the posted speed limit on school property is a **MAXIMUM** of 10km. Crosswalks and parking areas are now clearly marked. There is **NO PASSING** in the student drop off lane and children should **ONLY** be exiting cars when pulled up alongside the curb of the sidewalk.

Thank you for helping to keep everyone safe at Westwood Primary School.

Morning Drop Off & Afternoon Pick Up

Children may be dropped off any time after 8:05 a.m. **Please note that there is no supervision provided before 8:05 am.**

If you'll be dropping your children off at school, we ask that you drive slowly on the inside of the yellow barriers and drop children off in front of the school. **THERE IS NO PARKING PERMITTED ALONG THE CURBSIDE AT THE FRONT OF THE SCHOOL OR ALONG THE LANE IN AND OUT OF THE SCHOOL. This is a DROP OFF lane ONLY.** Visitor parking is to the left as you enter the school property.

For safety and courtesy, we ask that you drive your vehicle to the **end of the drop-off lane** before stopping to make the drop off. **Please have your child exit the vehicle on the SIDEWALK SIDE** for safety reasons. Students are expected to enter the school via their hollow door when they arrive in the morning when school staff are outside on duty. **The main door entry is for Kindergarten students only.**

Cars are not permitted to use the bus lane way or park in the bus parking lot between 8:00 a.m. & 3:00 p.m. (Unless otherwise specified; such as, a concert during the school day). **Do not drop students off near the garbage cans at the side of the school.**

If you are picking your child up at the end of the day, please park in the visitor parking area and come to the front of the school to meet them. NOTE: Students are dropped off to the parents waiting out front **AFTER** students in the class have been taken to their buses. Please do not grab your child out of the line, as the teacher may not see it and it can create some panic, thinking a student is missing. Thanks for working with us to keep the children safe!

Parents are not permitted in the BUS area at any time. If you are arriving unexpectedly for a pick-up, please go into the school and request your child through the office. The office will radio the staff in the bus area to bring your child to the front of the school to meet you. This is for safety of all students and staff.

PLEASE NOTE: Any unexpected changes to your child's after-school plan **must be phoned in prior to 1:00 pm** in order to ensure that a new bus note or pick-up message arrives to your child's class on time. We cannot accept any changes after 1:00pm each day, as the office staff is too busy preparing and delivering bus notes and pick-up messages to the classrooms. Thank you for your support with this.

Wellness at School

A reminder to parents/guardians, students, staff and visitors to Westwood Primary School that you should not attend school if you are feeling unwell.

If you or your child has any of the following symptoms you should NOT attend school:

- Fever (38°C or higher) / chills
- New or worsening cough
- Body / muscle / joint aches/unusual headache
- Gastrointestinal symptoms (nausea, vomiting, diarrhea)
- Shortness of breath / difficulty breathing
- Sore/raw throat/consistent runny nose

Exemptions include on-going, existing conditions and symptoms that would not be new or unusual for that individual (e.g., chronic allergies, asthma, etc.)

It is important that we all work together to keep our school environment healthy for all students, staff and visitors so that attendance for students and staff is not impacted by illness.

Breakfast Program

We are excited to announce that Westwood's Breakfast program is back for another great year. The start date for the breakfast program will be Monday, September 22nd, providing we have enough volunteers to run the program. Beginning at 8:05 am, students in Grades 1-3 will be coming to the multi-purpose room and volunteers will be serving milk, water, fruit, veggies and toast. After 8:20am, students will be asked to take their breakfast to eat in their classrooms so clean up can begin. Students in Kindergarten will eat their breakfast in their classrooms. Their breakfast will consist of Cheerios and fruit.

Volunteers Needed for the Breakfast Program

For our breakfast program to be a success, we need volunteers. We are looking for volunteers who can commit to one day a week (it works best if it's the same day each week for planning purposes). Volunteers are required from 7:45 am – 8:50 am (approximately). It is important that volunteers arrive early to have breakfast ready for student arrival at 8:05am. Volunteers will be preparing toast, cutting fruit and veggies, serving students and cleaning up.

Volunteers will need to submit a criminal record check to volunteer in schools. You can obtain a letter from the school to get a criminal record check free of charge. It usually takes a week to obtain a CRC. We will need your full name and date of birth to prepare the letter. Along with your letter, you will also need to take a copy of your driver's license as well as your health card. We can copy those documents here if you do not have access to a photocopier. If you are interested in volunteering, please contact Patrick Richard (VP) at patrickrichard@edu.pe.ca

Westwood Online Hot Lunches and Milk Program

At Westwood, we use the [hot lunch program](#), an online ordering system for parents to order milk, food and field trips for their children. Parents must set up accounts at the beginning of each year. Information on how to do this was sent home at the beginning of the year, but is also available here. [Online Ordering Parent Instructions and FAQ](#)

All orders must be completed and paid for online. Please do not send cash to school.

Milk and food is ordered monthly. Milk and food must be ordered and paid for the Sunday before the menu begins by 11:59 pm. Orders that are unpaid will be deleted. We are unable to accept late orders.

Ordering Deadlines for the month of:

September – September 12th

October – September 28th

November – November 2nd

December – November 30th
January - December 28th
February – February 1st
March – March 1st
April – March 29th
May – May 3rd
June May 31st

PEI School Food Program

The PEI School Food Program is a provincial lunch program that offers ALL island students K-12 a healthy and affordable lunch 5 days per week! Parents can place their orders online <https://www.peischoolfood.ca>.

Please Note: this program is not run by the school. If you have questions about the program, the contact information is on the website.

Orange Shirt Day – National Day for Truth & Reconciliation, September 30th

On September 30th we will be celebrating Orange Shirt Day and the National Day for Truth & Reconciliation by wearing Orange. For more information on National Day for Truth and Reconciliation and Orange Shirt Day resources please visit <https://www.orangeshirtday.org/>

Peanut/Nut/Tree Nut/Kiwi/Egg Allergies and Scent Free Environment

Due to severe, life-threatening allergies, Westwood is a peanut/nut/tree nut/kiwi (including kiwi juice – please check juice boxes carefully) free school. We ask you to take the time to read labels carefully, so that we do not have foods containing any of these products in student lunches.

Please note: Some classes may have class specific allergy restrictions. If this is the case, an email will be sent home notifying you of the prohibited item. E.g. Egg, strawberries, bananas, eggs, etc

We ask parents **NOT** to bake or send in food items for their child(ren)'s classes. If you would like to send something special to your child(ren)'s class, please contact the teacher about suggestions other than food. Thanks!

The Public Schools Branch also has a **SCENT FREE POLICY** in all of its schools and at the school branch office. We would ask that any visitors, staff & students refrain from wearing any scented products in our building. This includes and is not limited to, strong fabric softener, colognes or perfumes, scented body lotions, etc. We have several students and staff in our building who become ill or have reactions around scented products. Please share this information with family or friends who may be picking your child up from school. Thanks for your cooperation and support with this. Further information will be sent home pertaining to life threatening allergies.

Gently Used Clothing

Westwood is looking for any extra clothing in good shape that can be donated to the school. We are looking for pants, shirts, gym pants and sweatshirts that would suit students aged 4-8. Often the students have spills or accidents at school and do not have extra clothing packed in their bags to change into. We would greatly appreciate any donations of new underwear and socks. Kindly drop off all laundered donations to the office. Thanks 😊

School Pictures

Lifetouch will be at school on September 17th & 18th to do the school pictures. Any students who are absent will have their pictures taken on the retake date. **Please note we do not have any way of ensuring which classes will have their pictures taken on specific dates.**

PEI School Accident Insurance Program

Every eligible student attending a PEI school is automatically insured by the PEI School Accident Insurance Program's basic student coverage. This program is provided without a deductible and at no cost to the student, parents/guardians. Basic coverage is provided during school hours, school activities, community-based learning activities and travel to and from school and community-based learning activities.

Students Under 40 lbs.

Kindergarten students who were under 40 lbs at registration will be weighed to determine if they are still under 40 lbs. Students who are under 40 lbs. are required to be buckled in a 5-point harness on the school bus. Parents will be notified next week if their child is under 40 lbs. Students must be able to buckle and unbuckle independently; bus drivers are not permitted to get out of their seats to assist.

Teachers and Educational Assistants can buckle/unbuckle students at school; however, parents will have to plan to have an adult board the bus to buckle/unbuckle students in the morning and afternoon.

We encourage parents to practice buckling and unbuckling their car seats with their children. If parents would like their child buckled on the bus before the end of next week, please contact your child's teacher to let them know as they will have to buckle them at the end of the day.

Important Bussing Information

Our drivers are continuing to fine tune their pick-ups and drop off times. Please make sure that your child is at the bus stop a few minutes early as we continue to work through this process over the next few weeks.

Please Note: Parents are **NOT** permitted in the bus area at school for any reason. If you are picking up your child, please contact the office. We will then get your child(ren) for you from the bus and take them to meet you. Thank you for your cooperation with this.

Bus Safety

Students will be engaging in bus safety sessions at the school.

Please continue to discuss and support bus safety at home. Here is the link for a great bus video to share at home.
https://www.youtube.com/watch?v=n-vx9zN_nGA&t=758s

At Westwood, we ask the students to follow the safety rules outlined below:

- How to properly wait for a bus (no fooling around, being kind to others, no pushing)
- Holding the handrail getting on and off the bus.
- Sitting seat to seat, back-to-back with backpack on lap, seat (if room) or floor (if room)
- No eating, drinking or taking things out of backpack on bus
- Use quiet voice
- Stay seated the entire bus ride facing forward
- Keeping our bodies to ourselves
- Walking to and from the bus
- When walking to the school, students should NEVER walk on the curb. Students should walk close to the grass to be safe.

Music News

Ms. Dahn and Ms. Hanson are excited to welcome Westies for a great year in Music!

MUSIC ADVENTURES - Music Adventures will be offered for Grade 2 & 3 students at Big Recess. This will include preparation for Thanksgiving and Remembrance Day Assemblies, Recorder Rock Band, Choir, Instrument Club, Dance Club and more! There will be announcements prior to each new Music Adventure. Tune in for when your class/grade level is invited to participate!

CONCERTS AND ASSEMBLIES at a glance. All dates are TBA:

Thanksgiving Assembly - October

Remembrance Day Assembly - November

Grade 3 Winter Concert - December

Kindergarten Christmas Concert - December

Grade 1 Love & Kindness Assembly - February

French Week Assembly -March

Grade 2 Spring Concert- April/May

GRADE 3 RECORDERS - All Grade 3 students have been asked to send in \$10 for a recorder. There are 3 reasons why we require students to buy:

1. There is no sharing of instruments. It is healthier for each student to have their own instrument.
2. Not all recorders are created equal. We have ordered quality instruments.
3. It becomes a souvenir and their own personal musical instrument. During the first few months we will be learning songs, proper holding and breathing techniques and be ready to start playing our recorders in January. We can't wait!

Provincial Home & School News

Home & School Newsletter, September 2025

Watch for students on the road

Another school year has begun. Children walk, cycle, or ride to school on a bus or travel in their family cars. This is the time to remind all motorists that children can get to school and back home safely with awareness and education. Find out more info on the Public Schools Branch's [School Bus Planner](#).

Update Home and School Contacts

Presidents - Submit your Home & School Association contact details using the new Google Form. Click here: [Home and School Association Contacts](#).

Treasurers - Submit 2025-2026 Membership fees to the Federation office by Oct. 15. Send e-transfer to: peihsf@gov.pe.ca OR mail cheques: PEIHSF PO Box 1012 Charlottetown PE C1A 7M4

Semi-Annual Meeting

Date/Time: Tuesday, October 7, 2025, 5:45 – 8:00 PM

Place: Central Queens Elementary School (19821 Rte. 2 Hunter River)

Topic: Child Protection

Speakers: #1 Senior Manager, Canadian Center for Child Protection, child sexual abuse, reducing risk, and how we can talk to our kids about their personal safety.

#2 RCMP Officer, child protection, and how to keep your child safe

All are welcome: Parents, School Staff, Students

Cost - \$8 per person/Free for students. **Register:** <https://forms.gle/Mw6PoEJxhUdat5EWA>

School Board Elections

Elections PEI has launched its promotional campaign for the 2025 School Board Trustee Elections.

Candidates submit nomination papers to Elections PEI by Fri. Sept. 26

Voters must register to vote online or by mail-in ballot; beginning Sept. 8, 2025, the online portal will be open, allowing you to register to vote.

Who can vote? All eligible PEI voters can vote in this election.

Election Day Friday, October 17, 2025.

What is Home and School's role in education?

Experienced facilitators **Vicki Bryanton and Stephen Gould** will lead Volunteer Training Workshops to equip new and returning Home and School volunteers with practical knowledge on how they can effectively collaborate with school staff and support their school, benefiting all students. Details are:

Monday, Oct 27th School TBA, 6:30 – 8:00 p.m.

Tuesday, Oct. 28th School TBA 6:30 – 8:00 p.m.

Register by Oct. 20th: ssmedleyjay@gov.pe.ca

School Nutrition Policies

A new **School Food Project Coordinator**, Margaret Young started on May 5th at the Department of Education and Early Years to work with the school board and update the school nutrition policies. If you wish to find out more: mhyoung@gov.pe.ca / 902-374-1673

What's on your local Home and School Meeting's agenda?

- Meet with the principal in September and discuss setting goals for the 2025-2026 school year.
- "Meet the Teacher" evening sessions are planned for parents to meet their child's teacher and teachers to meet parents. Find the date/time on your child's school website.
- **Review the Cell Phone Use Policy:**
https://www.princeedwardisland.ca/sites/default/files/publications/md_2024-06_responsible_use_agreement_cit.pdf
- Brainstorm collaborative ways to support the school.
- Inform parents/teachers about provincial announcements applicable to student learning and support.
- School Trustee Elections, October 17th; Who can run for office? What does a trustee do? Who is eligible to vote?
- Is there a need to fundraise this school year? If so, establish the purpose and develop a proposed budget for fundraising initiatives; finalize with a motion and vote for approval.

REMEMBER: Everything parents and teachers do benefits PEI students' education and well-being!

Community News

FREE Workshops on Executive Functioning Skills

The Learning Disabilities Association is hosting in collaboration with ADHD PEI and UPEI. The workshops are designed for parents, educators, and adults wanting to learn more about EF skills and develop their own EF skills through understanding the brain science behind them and acquiring practical skills and tools.

The Learning Disabilities Association of Prince Edward Island is honored to be this year's PEI Alliance for Mental Well-Being grant recipient of \$300,000 and are delighted to be working in collaboration with ADHD PEI and UPEI to offer these sessions.

<https://www.eventbrite.ca/cc/empower-enhance-seminar-workshop-series-4465953>

Tutoring Available

After school tutoring available in the Cornwall area. Many years of experience at all grade levels. References available upon request. Please reach out to Margaret at 902-393-1846 if you would like further information.