Dear VMC Families,

You will receive several information documents over the next few days in preparation for the start of the school year.  Included in today’s mailing will be the following:

* August 31st details
* STM info
* Students Information and Health Form
* Mozaik-portal access and student’s email access (personalized in two separate emails)
* What additional changes to expect at school this fall?

Thank you in advance for your patience and trust.

Sincerest Regards,

Franca Cristiano

Principal

**AUGUST 31ST OPENING DAY SCHEDULE:**

Students, by grade level, are asked to present themselves at school during their assigned time.  Students (possibly accompanied by their siblings) should arrive at school and line-up in the schoolyard (28th avenue).    **All students must be wearing their masks and be dressed in full uniform.** Please prepare for the weather that day, rain or shine.

Sec 1   8:30-9:30

Sec 2   9:30-10:30

Sec 3   10:30-11:30

Sec 4   11:30-12:30

Sec 5   1:30-2:30

As students arrive at their allotted time, VMC staff will assist in organizing them outdoors.  Students will be welcomed into the school to take their school ID photo (see attached video), which will also be used for OPUS-STM.  Following the photos, students will receive their schedules, agendas, and make their school and STM payments.  The entire process should take fifteen to twenty minutes.  Parents who wish to wait for their children should circle back to 27th avenue since they will be exiting through the front doors.

**As per Santé Publique directives:   Please ask your child the following questions before drop-off Monday morning and every day until further notice:**

Are you experiencing any of the following symptoms?

Fever, Cough, sore throat, runny nose, headache, sudden loss of smell and taste and respiratory difficulties

**If the answer is yes** to one or more of these questions, then keep them home.

Step 1: Call 1-877-644-4545 and follow instructions.

Step 2: Remain at home until advised by Santé Publique that it is safe to return.

Step 3: Communicate with the school administration.

**SCHOOL PAYMENTS**

**School fees** are due the first day, August 31st, for all returning students.  New students have already made their payment when they registered.  The oldest sibling should make the payment on this day.  Payments can be made by cash or cheque (preferred method).  Cheques must be payable to Vincent Massey Collegiate and dated August 31st.  The student(s)’ name(s) must be indicated on the cheque.

**The fee is $152.00** for one child, $296.00 for two children and $435.00 for three children.

Breakdown of School Fee 2020-21

|  |  |
| --- | --- |
| Worksheets | $20.00 |
| Agenda | $7.00 |
| Yearbook (optional) | $20.00 |
| Academic, Athletic and Cultural Awards | $25.00 |
| House Shirt (Uniform) | $11.60 |
| Extra-Curricular | $68.40 |

**OPUS-STM**will also take place on August 31st.  The ID photo will be transmitted to the STM for those students who apply for an OPUS card.  This card grants students access to public transportation at a reduced fare. If you do not know whether their card needs to be renewed, check the expiry date on the card.   Generally, it is Secondary 1, 3 and 5 students who require the renewal.  The **OPUS card cost is 15$** and must be paid on August 31st.  This amount can be added to the school fee cheque, if not, please bring exact change.  The OPUS form that must be completed, signed and returned to their class by Friday September 4th, 2020.  Opting for this method means you would get your OPUS card in October which is usually when students receive it at VMC.  This will save you a trip to Berri-UQAM metro Station.

**STUDENTS INFORMATION AND HEALTH FORM**

It is important that we be able to assist students from the moment they step onto our school grounds.  For this reason, it is vital that your information is accurate and up-to-date.  We are asking that you complete the following form, which was traditionally given in paper format.  Please do so immediately so that it is not forgotten.

[**https://forms.office.com/Pages/ResponsePage.aspx?id=3I4qaDU1e0SMeoQxodjRtf6aj-v2tBNIvc0wHO0RmZ1UQkpERzYwVUFSUlFCUVBZV1ZMQVFTUlJRRi4u**](http://track.spe.schoolmessenger.com/f/a/_hnJCSKXLYq1AtnvGOwkwQ~~/AAAAAQA~/RgRhKSg_P0SEaHR0cHM6Ly9mb3Jtcy5vZmZpY2UuY29tL1BhZ2VzL1Jlc3BvbnNlUGFnZS5hc3B4P2lkPTNJNHFhRFUxZTBTTWVvUXhvZGpSdGY2YWotdjJ0Qk5JdmMwd0hPMFJtWjFVUWtwRVJ6WXdWVUZTVWxGQ1VWQlpWMVpNUVZGVFVsSlJSaTR1VwdzY2hvb2xtQgoASL_0R1-hU8c3UhJzZHVmb3J0QGVtc2IucWMuY2FYBAAAAAI~)

**MOZAIK ACCESS AND STUDENT EMAIL ACCESS**

You will receive two personalized emails.  One will contain the Mozaik instructions for first-time users or for those who may have forgotten.  **It is important that you DO NOT share your password with your child** because it gives them access to changing their school attendance. The second email will contain your child’s email address and password.  Please share this second document with your child because it will grant them access to free resources and VMC online classes, which will be set-up next week by the teachers.  The email and password has not changed from last year.

**WHAT TO EXPECT THE FIRST DAYS OF REGULAR CLASSES?**

September 1st

Secondary 1 and 2 students at school.

Secondary 3, 4 and 5 students online classes.

September 2nd

Secondary 1 and 2 students online classes. Teachers will explain process and what to expect on September 1st.

Secondary 3, 4 and 5 students at school.

September 3rd

All levels at school. Regular classes.

* Students on school premises, September 1st and 2nd, will meet their teachers, review school rules, safety protocols, netiquette regulations, receive information about their courses and familiarize themselves with the online classroom platform. Microsoft TEAMS will be our school platform.  Regular school hours and schedule are in effect.
* Students who are scheduled to check in online on September 1st and 2nd, must do so according to their school schedule.  Instructions will be sent in a separate email on Monday on how to access the online learning platform.
* Students will be introduced to the revised 2020-21 VMC timetable (shown below).  Things to note: progressive entry, extended transition time between classes (teachers are moving), no morning recess, end of day homeroom to be used to stagger dismissal of students.

|  |  |
| --- | --- |
| Period | Time |
| Progressive entry | 8:00 – 8:29 |
| 1 | 8:30  –  9:20 |
| 2 | 9:26 – 10:16 |
| 3 | 10:22 – 11:12 |
| 4 (junior lunch) | 11:18 – 12:08 |
| 5 (senior lunch) | 12:14 – 1:04 |
| 6 | 1:10 – 2:00 |
| 7 | 2:06 – 2:56 |
| HR | 2:56 – 3:00 |

* Remember to plan for the following:

-Water bottle

-Snacks and a cold lunch (cafeteria only opens as of September 8th)

-Extra mask

* School materials:

-All students should have a schoolbag that can be hung behind their chair in class.

-Students will not change for Phys. Ed during the first week of classes.

-Bring a pencil case with the basics and a copybook or duo-tang with loose-leaf for the first day.  Calculators will be provided by the school.  Teachers will make recommendations regarding supplies for the various classes.

* Let’s keep it simple to start – what do we expect….

-Students need to proactively keep a one meter distance between each other as they enter the building, walk down the halls and wait in line.

-They must wear their masks at all times when they are outside of their assigned classrooms.

-When entering their assigned class, students must go to their seat and sit prior to removing their mask. If they keep their mask on all day, they should be changing into a fresh mask around lunchtime. They must respect their classmates’ personal space, even in their assigned classroom and groupings.

-They must also respect the social distance parameters with all staff members, especially their classroom teachers where a 2 meter distance must be maintained.

-Finally, students must disinfect their hands with hand sanitizer (provided at every entry/exit door), every time they enter or leave the school.

IMP:  Information provided in the first newsletter also applies.