



# PRINCE OF WALES SECONDARY SCHOOL

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September 3, 2020

Dear parents, guardians and students.

Our counsellors, admin and office staff are all hard at work this week getting everything ready to go for next week. As you are aware, students will return to school on Thursday September 10 **or** Friday September 11 for a Student Orientation session and on Monday September 14<sup>th</sup>, they will begin classes.

[The MyEd family portal](#) will be open on Tuesday at 9:00am, at which point students and families will be able to see their class schedule and rooms. If you try logging in now it will give you an error, so please wait until Tuesday morning. **We will be sending out additional communication on Tuesday morning to further explain how to tell which time slot students will come in on for the 14<sup>th</sup>.** Students should also make sure they can log into their [Microsoft Office 365 account](#). For help with logging in to Office 365, please see the [help page](#) on our website.

On Thursday, we will have the grade 8 students come in for their orientation in either the morning OR afternoon and on Friday we will have the grades 9 – 12 students come in for their orientation in either the morning OR afternoon as per the table below. We have set the starting times to duplicate the starting times for classes when student return on September 14<sup>th</sup>.

Day	Time	Grade	Classes
Thursday, Sep 10	8:40 – 10:10 am	8	1-3 section A
Thursday, Sep 10	1:18 – 2:30 pm	8	1-3 section B
Friday, Sep 11	8:40 – 10:10 am	9 -12	1-3 section A
Friday, Sep 11	1:18 – 2:30 pm	9 -12	1-3 section B

**Grade 8's** will enter from the main entrance, wash their hands upon arrival, and our leadership students will help them get to their classroom. They will do the orientation with their classroom teacher in groups of maximum 15 and then go for a tour of the school with their leadership student in groups of maximum 8.

**Grade 9 -12's** will enter from the entrance indicated on the map attached, depending on which classroom they are going to. They will wash their hands upon arrival, and head to their classroom. We have spread out the entry points in the school to maximize spacing in the hallways. Students will exit the building from the exit door nearest to their classroom.

In the orientation students will go through important health and safety guidelines and procedures, get their agenda, review important school and district policies, get help on how to read the new looking schedule, review course outlines and expectation for in person and virtual classrooms, have a walkthrough of the Microsoft Teams classroom platform, learn how to access and fill out online forms, and perhaps one or two other things.

**Don't forget to bring your mask, as they are required when in common spaces such as hallways, bathrooms etc.**

\*The masks being provided by the Ministry have been delayed, but we are hoping to have them by the orientation days.\*

We are also including with this information further information about the quarterly calendar schedule for the rotation between face-to-face classes and remote learning.

Take care and be safe,  
The PW Admin.