

Gretna Green Elementary School

School Information Booklet
September 2011



gretnagreen.nbed.nb.ca



Principal: Carolyn Simmons

Gretna Green Elementary School
15 Gretna Green Drive

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Phone: 506 778-6099 * Fax 506 778-6143



Vice-Principal: Keith Comeau

September 6, 2011

Gretna Green students live and play by the Golden Rule.

It is with great pleasure that we welcome back all our friends, both old and new, to Gretna Green Elementary. It is so exciting to see the bright faces of our children walk into school each and every day. We look forward to the year of learning and accomplishments we have ahead of us. We, at Gretna Green, are blessed with brilliant students and an enthusiastic learning community.

This information booklet has been prepared to inform you of school routines and procedures. Please take the time to read the information enclosed. This information can also be found on our school website: gretnagreen.nbed.nb.ca

At Gretna Green we are a “caring, co-operative community of educators and learners working together to achieve academic excellence”. We look forward to another year of helping your children work towards their full potential. Gretna Green Elementary truly is a “Great Place To Learn”.

If you have any questions, please do not hesitate to contact us.

Sincerely,

Mrs. Carolyn Simmons, Principal

Mr. Keith Comeau, Acting-Vice-Principal

Teaching Staff

2011-2012 School Year

Kindergarten	-	Tanya Matheston
Kindergarten	-	Elaine Foran
Grade 1	-	Angela Moody
Grade 1	-	Lisa Lynch
Grade 2	-	Diane Arbeau
Grade 2	-	Sharon Gardiner
Grade 3	-	Yvonne Girouard
Grade 3F.I	-	Keith Comeau
Grade 4	-	Dianna Hosford
Grade 4F.I	-	Linda Dickson
Grade 5	-	Rebecca Hitchman
Grade 5	-	Judy Gallant
Physical Education	-	Brandon Ryan
Methods and Resource & Reading Recovery Guidance	-	Natalee Morehouse Kerri-Ann Sturgeon

**Non-Teaching Staff**

Administrative Assistant	-	Kara Clark
Librarian	-	Terri Lavoie-Somers
Educational Assistants	-	Betty Ann DeMerchant, France Turriff
Custodian II	-	Sandy MacKinnon
Custodian I	-	Carmel Sturgeon
Cafeteria Worker	-	Sharon Young
Breakfast Program	-	Lisa & Kim McKibbon

**District 16 School Calendar – 2011-2012**

September 6	-	First day of school
September 19	-	MED (Minister's Exemption Day) – NO SCHOOL
October 10	-	Thanksgiving – NO SCHOOL
October 21	-	CI Day – NO SCHOOL
November 4	-	MED (K-8) NO SCHOOL Parent Teacher (9-12)
November 11	-	Remembrance Day – NO SCHOOL
December 2	-	Parent Teacher (K-8) – NO SCHOOL MED (9-12)
December 23	-	Last day before Christmas Break (half day of classes)
January 9	-	First day back after break
February 24	-	MED – NO SCHOOL
March 5-9	-	March Break
March 23	-	Parent Teacher/PD NO SCHOOL
April 6	-	Good Friday – NO SCHOOL
April 9	-	Easter Monday – NO SCHOOL
April 20	-	CI Day – NO SCHOOL
May 3	-	NBTA Branch Meetings – NO SCHOOL
May 4	-	Subject Council Day – NO SCHOOL
May 21	-	Victoria Day – NO SCHOOL
June 22	-	Last Day for Students

District Mission Statement

School District 16 will educate students to develop their personal potential with skills and attitudes to be life-long learners and productive members of society.

Mission Statement

Gretna Green is a caring, cooperative community of educators and learners working together to achieve academic excellence.

Attendance

Regular attendance is mandatory for all students. If your child is out of school, it is necessary to send a dated excuse to his/her homeroom teacher. When a child has missed five days, contact will be made with the home to determine the nature of the absence. When a child has missed twelve days, a case conference will be held to develop a plan to improve attendance.

**School Hours**

Grades K-2				Grades 3-5			
9:00	-	10:30	Instruction	8:10	-	9:45	Instruction
10:30	-	10:45	Recess	9:45	-	10:00	Recess
10:45	-	12:15	Instruction	10:00	-	11:40	Instruction
12:15	-	1:00	Lunch	11:40	-	12:25	Lunch
1:00	-	2:20	Instruction	12:25	-	2:25	Instruction

***Grade 3-5 students should not be dropped off at school before 7:50 a.m. There is no teacher on duty until this time. 😊**

***K-2 students should not be dropped off before 8:45 a.m. The primary teachers have meetings and teach upper elementary students from 8:10 to 8:45 a.m. 😊**

Peanut Safe School

We have four students with nut allergies. Our school has been declared a **nut safe school**.



Homework

The purpose of homework is to develop good work habits and reinforce skills covered in class. Our school policy is that children should have approximately 10 minutes of homework a night for each year they have been in school (example: Grade 3 – 30 minutes). This may vary from time to time depending on the students and the teacher. We would suggest that you work out a routine your own home to best meet your child's needs. Research is conclusive that students who have a set time and place established tend to be much more successful completing homework assignments.



Communication

We welcome open communication between home and school. We would ask that if you have a concern, you contact your child's teacher first. Mrs. Clark may be away from her desk at times, but we will check the voice mail regularly throughout the day. We will do our very best to get back to you quickly. **The best time to contact teachers is between 2:30 and 3:30 p.m.**

Bus Safety



Our school Code of Conduct applies to the buses as well as the school. Children are expected to remain seated at all times on the bus. Children are not permitted to eat on the bus. We will review the bus rules with children during the first week of school.

Celebrating Student Success

Every Friday morning we will take time to celebrate achievements of a small group of our students. We may recognize children for being especially kind, helpful, for academic achievement or improvement, or anything that is worth celebrating. The homeroom teachers and students will make the selection. We will give the students recognized certificates and pencils. By the end of the year, every child in the school will have been to Celebrating Student Success. Each week we will post the recognition report on the bulletin board by the student entrance on the main floor.



Morning Announcements



Each morning the announcements will be made at 9:00 a.m. by a junior news reporter. This is broadcast live to our classrooms and uploaded to our website by 10:00 a.m. Morning announcements are intended to keep everyone informed about what is happening in the school. We will announce children's birthdays each day. We already have your child's birthday on our database and will be sure to announce it. We would also like to announce accomplishments and wish luck to our students on things that may be happening outside of the school. Please call the school and leave a message or send in a note with your child if they have a new baby brother, have participated in a sporting event, got a swimming badge, etc. We look forward to sharing good news with all the children on a daily basis.

Cafeteria

We have a cafeteria at Gretna Green that is run by Chadwick Foods. A cafeteria menu will be attached to the September Newsletter.

**After School Routine**

Any time that your child's after school routine must be changed, we would ask you to send a note in the morning with your child. **To protect the safety of all children, we will not make changes to after school routines without the written consent of the parent or guardian. We would ask that you only call the school in case of an absolute emergency to change your child's routine. It is not acceptable to call the school at 2:25 p.m. to make a change as we are all outside loading the buses and may not receive your phone call.**

Gym

We are asking that children have appropriate footwear to wear in the gym. All children will have 150 minutes of phys. ed. a week; therefore, we would ask that children wear ***sneakers only*** in the gym. If your child doesn't have appropriate footwear, we will contact you to ensure that they remain physically active.

Indoor Shoes

We are asking that all children have a pair of shoes that are intended for indoor use only. It is a good idea to provide a pair of sneakers so that your child can wear them as indoor shoes and in the gym.

Parent Volunteers

We are thankful to have many parent volunteers at Gretna Green Elementary. If you are interested in volunteering, please check monthly newsletters where we often make requests for parent volunteers.

Breakfast Program

We offer a breakfast program each morning before school begins. All children are welcome and encouraged to have breakfast in our school cafeteria.

Student Council

This year we will be electing a student council. We believe our upper elementary students are responsible and mature enough to form a student government and are excited to hold an election in September.

“Be a friend to make a friend”.