

August, 2023

Dear Parents and Guardians,

Whether you are returning to Hollyburn or just starting your journey with us, we are thrilled to welcome you to our wonderful school. The year ahead promises to be full of amazing learning activities and opportunities for our students. In this letter, you will find information on the first week of school, staffing updates, modes of communication to help you stay informed, our yearly calendar and other useful information to prepare for the year ahead.

SCHOOL START UP INFORMATION

Monday, September 4th	Labour Day; School Not in Session
Tuesday, September 5th	First Day of School for Grades 1-7 Students (8:50am – 10:20am) <ul style="list-style-type: none">• Returning students line up outside their last year's exterior classroom door• Students new to Hollyburn are invited into the library• All students will attend for 90 minutes and will be dismissed at 10:20am• Please email our Administrative Assistant Ms. Colleen Denman at cdenman@wvschools.ca or call the school's office line at (604) 981-1220 if your child(ren) will not be at school for the first day. This is important as we will be finalizing our school's organization based on enrollment numbers. Throughout the year, please continue to notify the office via voicemail or email when your child will be late or absent. Thank you!
Wednesday, September 6th	Full school day with opening bell at 8:50am and dismissal at 2:50pm <ul style="list-style-type: none">• Students will be with their class from the previous year. They will only need to bring a pencil case with a pencil and pencil crayons. Students will participate in welcome back activities and learn about school routines, expectations, and guidelines.• Students new to Hollyburn will meet in the Library and then be placed in classrooms with students in a similar grade.• Kindergarten Gradual Entry begins. Separate communications for Gradual Entry were sent in early July.
Thursday, September 7th	<ul style="list-style-type: none">• Same details as Wednesday, however, students new to Hollyburn will go to the same classroom they were in on Wednesday. They do not need to report to the library.
Friday, September 8th	<ul style="list-style-type: none">• All students including new students will return to the same classroom they were in on Thursday.• During the school day, students will be assigned to their 2023-2024 classrooms.

STAFFING UPDATES

Administration

I am thrilled that Ms. Emily Miller and I will continue to form the leadership team this year. In my role as Principal until Ms. Breanna Lloyd returns at spring break (March 16, 2024), I will be working Wednesdays, Thursdays, and Fridays at Hollyburn. Ms. Miller, our outstanding, well-respected vice-principal, will be in charge of the school on Mondays and Tuesdays. As is the case with any school administrative team, we will share the duties and responsibilities associated with running a school effectively and efficiently. Any questions can be directed to both of us and we will respond accordingly.

We are thrilled to welcome the following **new** staff members to our dedicated Hollyburn team.

Name	Position	Days at Hollyburn
Stefania Croce	Educational Assistant	Monday - Friday
Safia Dhalla	Early Childhood Educator	Monday – Friday afternoons
Daniela Gielnik	Counsellor	Monday full day & Wednesday morning
Sara Henderson	Primary Teacher	Monday - Friday
Amanda Protopappas	Intermediate Teacher	Monday, Tuesday, and Thursday Wednesday afternoons
Jayne Walker	Learning Support Teacher	Mondays, Tuesdays

The following staff members will not be returning to Hollyburn and we wish them all the best in their new roles.

- **Ms. Ting Ting Chou** will be a Learning Support Teacher at Caulfeild
- **Ms. Sylvia King** is on secondment from the district and is excited to be teaching at Capilano Little Ones School
- **Mr. Todd Lund** will be counsellor at Ridgeview and Caulfeild
- **Ms. Claire Pickard** has plans to TTOC and travel the world!
- **Ms. Rosa Tammaro** has accepted a position as an Early Childhood Educator in New Westminster where she will be closer to home and family

COMMUNICATION

Hollyburn School

- **School Bulletin:** Every **Thursday**, you will receive a weekly bulletin electronically (*Hollyburn This Week*) that will keep you informed of school, district, and community events. The bulletin also includes a calendar of activities for the following week as well as key events in the upcoming weeks.
- **School Website:** Our [website](#) has useful information, including school programs and services, our school goal, and our Code of Conduct.
- Follow us on **Instagram** (hollyburnschool) and **X** (formerly **Twitter**) (@HollyburnSchool) as photos are frequently posted which provide a snapshot of daily life at our school.

- **PAC meetings** will be held the second Thursday of every month; all parents are members of HPAC (Hollyburn Parent Advisory Council) and are encouraged to attend. The PAC Executive sends out information regularly and post photos on their Instagram (hollyburnelementarypac).
- **Call Back:** Please contact the school's main office before 9:00am at (604) 981-1220 if your child will be absent or late.

West Vancouver Schools

- **West Vancouver Schools [website](#)** has useful information on District programs and Early Learning
- You may wish to join in the conversation on Superintendent Chris Kennedy's blog ([Culture of Yes](#)) as his posts are relevant and insightful. You can also follow him on X , formerly Twitter, (@chrkennedy).

CALENDAR

The Hollyburn 2023-24 calendar (month by month) can be accessed on our school website ([here](#)) and the yearly calendar at-a-glance is attached. These calendars outline days with early dismissals, holidays, and special events and will help families with their planning. Once a term we invite our families to school on a Friday morning to learn and play together with their child. You won't want to miss these! Watch for announcements in our bulletin.

On the last Friday of each month, school starts at 9:50am instead of 8:50am for NSBIT (Non-School Based Instructional Time). This hour is used by staff for collaboration purposes. Students are given a task to work on while at home and report to school at 9:50am.

POLICIES AND PROCEDURES FORMS

Information will be shared by teachers and the school office in the first week back to school. You may wish to get a start on completing the Policies and Procedures Forms that need to be completed for each student, either new to Hollyburn or returning. Please use the link [here](#).

SCHOOL SUPPLIES

If you have yet to order school supplies, the link to do so can be accessed [here](#).

We are looking forward to welcoming our learners on Tuesday, September 5th!

Sincerely,

Judy Duncan
Principal