

Brookfield Elementary School

Learning and Growing Together



Communication Plan 2017-2018

Principal's Message

I am thrilled to be entering my third year as Principal of Brookfield Elementary and look forward to serving the entire Brookfield School Community. Brookfield is an amazing place to work, learn, and be the best you can be! Our dedicated staff will work hard to provide a quality well-rounded program that is rooted by a rigorous curriculum.

Together we encourage each child to aspire to his or her highest potential in a safe engaging environment. We strive to provide opportunities so that our students may face and triumph over the challenges they will encounter. Brookfield would not be the school it is without the tremendous dedication of the parents and community. Our School Advisory Council (SAC) and Home and School organizations will continue to work to keep our school safe and raise funds to support our excellent programs. Feel free to contact the school if you have any questions, comments, concerns or compliments! I look forward to working and having fun with all of you!

Mrs. Kathy Weatherbee

Some Important Dates to Remember

Drop in Meet the Teacher Night
Students' Return to School
BES Nourish Your Roots Fundraiser
CCRSB Stand Up Speak Out Campaign
Teacher InService Day
Provincial Teacher Conference
Assessment and Evaluation Day
Report Card Schedule

Parent Teacher Schedule:

Christmas Concert
Christmas Break

Heritage Day
March Break
Assessment and Evaluation Day
Teacher InService Day
Spring Concert
Assessment and Evaluation Day
Report Card Day

September 6: 5:30-6:30pm
September 7: 8:30am
September 11-20
September 14
September 29
October 27
November 17
November 27: Term I Report Card
April 6: Term II Report Card
June 29: Term III Report Card
November 30: Evening Conferences
December 1: Afternoon Conferences
April 20: Evening Conferences
April 19: Afternoon Conferences
December 13
December 21: Last day of classes
January 3: Classes resume
February 19
March 12-16: No classes
March 23
April 18
June 13
June 28
June 29 1 Hour

Please refer to the school google calendar, the school web page and the student agenda for additional dates and information.

Where can I Get Information?

Communication Methods: School website <http://bes.ccrsb.ca/>, School Google Calendar, Student Agendas, Meetings, Local Radio stations.

Parental Concern

CCRSB has a procedure in place to ensure that parents/guardians receive a prompt response to questions or concerns that cannot be resolved at the school level. If you feel an issue has not been resolved a CCRSB Parental Concern Referral Form is available through the office and on the CCRSB website.

School Cancellations

School cancellation announcements are made over CBC 89.5 FM and other local radio stations. They are also documented on the CCRSB website. When school is cancelled, all other school events, including extra-curricular, are cancelled for that day. If busses do not travel on your road in the morning, then they will not be travelling in the afternoon.

Locked Door Policy

For security reasons, doors at BES are kept locked. Visitors are required to check in at the office. If necessary, a Visitor's Pass will be issued at that time. Please do not go directly to your child's classroom.

Reporting an Excused Absence

It is the responsibility of parents to ensure that students are in class, on time, each day. If there is just cause to be absent, the school must be notified by the parent/guardian so that staff is aware of the absence. We take the safety of our children very seriously and will make every attempt to contact parents/guardians if necessary. Please call the school at **673-5050** to speak to a staff member or to leave a message or e-mail Amanda at corneliusaj@ccrsb.ca.

Signing In/Signing Out

Any student arriving late or leaving early must report to the office. Students who are leaving the school early must have verification by a parent/guardian or by a person authorized by the parent/guardian.

SAC

The School Advisory Council advises the administration of the school. The council is comprised of staff, parent and community members. The council will meet on September 13th and June TBA and any other time that is required. The meeting time will be 2:30-3:30. This group discusses issues that concern our school and work together to make Brookfield an even better place to learn and grow.

Home and School

The Home and School is comprised of parents and staff and meets on a consistent basis over the school year. The Home and School is a hardworking group of volunteers who plan events, raise funds, support teacher needs in the classrooms and help support class trips. This group works together to make your child's years at Brookfield a fun and happy experience that they will take with them for years to come.

Brookfield Elementary Staff 2017-2018

Principal	Kathy Weatherbee
Administrative Assistant	Amanda Cornelius
Primary	Judi MacKenzie
Primary/1	Sarah Topshee
Grade 1	Lisa MacQuarrie & Shelley O'Connell
Grade 2	Brenda Henderson & Kurtis Porter
Grade 2/3	Robyn Greene
Grade 3/4	Allison Tucker
Grade 4/5	Lisa Smith
Grade 5	Janell Nelson
Grade 6	Autaum Marshall
Resource	Alison Read
Reading Recovery	Lisa MacQuarrie
Music	Laura Bowman
Physical Education	Larry MacKenzie
French	Julie Holland
School Psychologist	Jessica Conway
Speech Lang. Pathologist	Denise Bolton
Guidance	Sharon Quinlan
Mathematics Mentor	Susan Venner
Educational Assistants	Patty Stewart
	Beth Hill
	Amy Prest
	Marion Hart
	Tracey Hoyt
Custodians	Jullianne MacPhee (evening)
	Roger Cox (daytime)
Cafeteria Cook	Sharon Dunlap