



J.N. Burnett Secondary School

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August 2019

Dear Parents:

I hope you have enjoyed the summer so far, spending time with family and friends! We are beginning preparations for the 2019-20 school year and have included some information to help you get well organized. I am hopeful that it will be another great year for the J.N. Burnett school community!

There are several enclosures with this letter that should help you get organized for the coming school year, while other forms and information will be sent home during the first week.

The Burnett calendar will be handed out in Homeroom on the first day of school. This calendar is a useful reference guide throughout the year. It includes all of the key dates with regard to report cards, holidays, Professional Development Days, as well as important information parents may need to become familiar with the school. Students will receive their student agenda book the first week of school, which includes all of this information as well.

This year, secondary schools in Richmond will continue to use the School Cash Online (SCO) system for fee payments. Elementary schools in the district have been using this system for the last three years with great success. School Cash Online registration information is included in this package. Please register your child(ren) using their student number (see SCO info) before the start of school in September.

Please be sure to check the box which gives the SCO system approval to send emails regarding fees to be paid. When a new fee is added to your child's account, you will be notified of the additional item(s) via email. (e.g.: optional fees such as the purchase of a yearbook, class workbooks, etc.).

The student fee of \$28.00, which covers the cost of a student agenda, student council activities, communications and awards, will be available for payment **August 28th, 2019**. We appreciate you taking the time to register through the School Cash Online system.

All Grade 8 students will have a letter with important information regarding the upcoming Grade 8 Retreat, scheduled for September 16th to 18th. Also included are four forms that must be returned to your child's Homeroom teacher beginning on September 3rd. The Grade 8 Retreat fee of \$275 can be paid by School Cash Online on beginning **August 28th, 2019**.

All students will receive timetables on the first day of school. At that time, a process will be outlined for students wishing to request corrections to their timetable (please recognize that timetable updates will be difficult).

The blue medical form for every student will be handed out during Homeroom. Parents are asked to please fill it out and return it to the school. It is very important that we have this information as soon as possible. Included on this form is a line for parent email addresses and phone numbers. Please ensure you give us an up-to-date email address and working phone number so we can contact you in case of emergency and with our communication program (School Messengers), which will keep you informed about school and/or your son/daughter's attendance in classes

I would like to extend a big welcome to all students new to Burnett and welcome back all of our returning families. Listed below are some important dates and information about school opening. We will send out more detailed monthly newsletters in the future as well. The first one will be posted on the website at the end of September. For now, here is what will be most useful for you:

FIRST DAY - Tuesday, September 3, 2019

Grade 8	12:30 PM until approximately 2:00 PM
Grade 9 &10	9:00 AM until approximately 10:30 AM
Grade 11 & 12	10:30 AM until approximately 12:00 PM

All students should report to the **school gym** for a welcoming assembly. After the assembly students will be dismissed to their homerooms. All homeroom class lists will be posted on the doors at the front of the school by **5:00 PM on Friday, August 30th**. Students should check these lists to see who their homeroom teacher will be and which room number to report to. For the first day, students are asked to bring a pen or pencil.



Wednesday, September 4, 2019

Students should arrive to school by 8:15 AM as the first class begins at 8:25 AM. New students may wish to arrive a little earlier in case they have questions about which classes to attend and where they are located. This is a full school day. Students are asked to report to their Homeroom class to begin each day this week, and then proceed to their regular classes. Students will be given information about any supplies they may need for each course. Teachers will go over course outlines and expectations.

IMPORTANT PARENT MEETINGS IN SEPTEMBER

FIRST PAC MEETING - An opportunity to get acquainted with other parents and the school, and set some goals for the new school year - **Thursday, September 12th, 2019 at 7:30 PM**

MEET THE TEACHER NIGHT - An opportunity to walk through your child's timetable and meet his/her teachers - **Thursday, September 19th, 2019 at 7:00 PM**

Other Important Dates

September 20 - Professional Development Day (No School)

September 24 - Student Photos

If your child will be absent during the first week of school but intends to return to Burnett, please contact the school as soon as possible to confirm this with us. This will enable us to organize classes accurately and also to ensure that all absent students have a timetable and locker upon their return.

Things may seem a little overwhelming at first to those of you who are new to the school, but you will find that everything falls into place quite quickly and that you will soon know your way around. In the meantime, there are lots of people around to help so don't hesitate to ask.

Enjoy the rest of your summer and we look forward to seeing all students again in September.

Sincerely,



Mrs. W. Walker
Principal

