



J.N. BURNETT SECONDARY SCHOOL

5011 Granville Avenue
RICHMOND, B.C. CANADA V7C 1E6
(604)668-6478

August 26, 2024

Dear Guardians/Parents:

Summer has once again flown by quickly. We hope everyone has had a good break and that students are looking forward to a new school year. We are eager to have everyone back and to welcome those new to our school community. We plan to provide opportunities for parents to be involved and to be a part of school life. We encourage you to attend parent meetings and open school activities. Our Family WAAG (Week-at-a Glance) will be emailed and posted on the Burnett website each Friday when school is in session; the school website is a good place to find information regarding school life: <https://jnburnett.sd38.bc.ca/>. The Burnett staff welcome communication with you; and, throughout the school year, information will be sent home electronically.

At our Grade Assemblies on September 3, we will review with students important information (School Structure, Student Timetables, Bell Schedules, Personal Learning Time, Bike and Personal Belongings Protection, Lockers, Agendas) and expectations (District/School Code of Conduct, Academic Honesty, Attendance, Phone Usage) as well as the many opportunities offered at Burnett. We know that going to school, learning, and connecting with friends and teachers are all very important for our students' well-being and we are planning to work with you to have a successful year.

The following details are intended to assist with a smooth start-up for 2024-2025.

School Cash On-line continues to be the preferred method of payment for school related fees. All families **MUST** create an account as well as choose to receive notifications. School Cash On-Line will be the primary form of communication with respect to fees that are required such as the Basic School Fee as well as optional fees and opportunities such as Yearbook, Workbooks, Spirit Wear, Field Trips, etc. Setting up an account will also make tracking and paying fees much more convenient for families. We will have some of these fees accessible for payment after Tuesday, August 27th.

<https://richmondsd38.schoolcashionline.com> will take you to the School Cash On-Line registration page to set up an account if you have not already done so.

Once school starts, your child will get a **Burnett Calendar (one per family)**. You will find this is a useful reference throughout the year. It includes key dates: Reporting, Holidays, Professional Development Days, Tournaments, Exams, Theater Production, Musical Concerts as well as other information to help you become familiar with our school. Please take a few minutes to review.

Grade 8 students will also receive a hard copy of the **student agenda** that includes much of the necessary information to assist with the organization of each school day. All **Grade 9-12** students will be accessing **student information through Teams**. Information of how to set up and use will be provided during the first day assembly. We encourage parents/guardians to review the importance of using a day planner of any kind with your student.

On the first day of school, students will also receive the following: **Student Verification/Medical Form** (please make changes directly on the form and be sure to include an accurate email address for parents), and information about their **lockers**. Enclosed with this email is a **Personal Information Consent Form** and a **Walking Fieldtrip Form**. Please print, complete and sign these documents and return to your Homeroom teacher by **Friday, September 6th**.

Students will NOT receive their timetable with this letter. Student Schedules will be emailed this week (Wednesday, August 28). As well, students will receive another email of their finalized **timetables on the first day of school (September 3rd)**. A process has been created for students wishing to request changes to their timetables that will be shared in the email communications (but please recognize that timetable changes will be difficult as many classes are currently full).

Listed below are some important dates and additional information about school opening:

FIRST DAY - Tuesday, September 3, 2024

- Grades 9-11 10:00 AM until 11:00 AM approx. (Assembly in Large Gym & Homeroom)
- Grade 12 11:00 AM until 12:00 PM approx. (Assembly in Large Gym & Homeroom)
- Grade 8 12:00 PM until 1:00 PM approx. (Assembly in Large Gym & Homeroom)

All students will go to the large gym first before being dismissed to Homeroom classes. Grade 8 Teachers and Student Mentors will be present in the Large Gym Assembly at 12:00 PM to welcome and assist our new learners before being escorted to Homeroom classes.

Homeroom class lists will be posted by the main entrance at the front of the school by **6:00 p.m. on Friday, August 30th**. As well, Homeroom numbers will be noted on students' schedules that will be emailed home. All students should check these lists to confirm their homeroom teacher and classroom number. For the first day, students are asked to bring a writing utensil to record notes. Students will be dismissed from school at the approximate end times listed above. **It is important that students attend Homeroom each day during the first week of school.**

Wednesday, September 4

Students should arrive to school by 8:20 AM as homeroom begins at 8:30 AM. New students may wish to arrive a little earlier in case they have questions about classes and locations. Again, there are plenty of people available to help students with any questions. This is a full school day. **Students are asked to report to their Homeroom class to begin each day this week to review particulars and to return signed forms (Medical, Personal Information Release, Walking Fieldtrip) before proceeding to their regular classes.** Teachers will distribute course outlines and explain expectations. Students will be given information about any supplies they may need for each course.

IMPORTANT PARENT MEETINGS IN SEPTEMBER

- **MEET THE TEACHER – September 19** – Details will be communicated soon.
- **PAC MEETING** – An opportunity to get acquainted with other parents and the school, and to set some goals for the new school year – Date to be Confirmed. **Information will be sent out to families.**

Other important dates:

- September 18 - Grade 8 Connections Day (Details to follow)
- September 19 - Collaboration Day (Late start for students)
- September 20 - Professional Development Day (Schools Closed)
- September 26 - Student Photos/Collaboration Day
- September 30 - National Day for Truth and Reconciliation Sept. 30 (Schools Closed Oct. 2)

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. We need to organize classes accurately and to ensure that all absent students have a timetable and locker upon their return.

Things may seem a little overwhelming at first for those of you who are new to the school but you will find that things will fall 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. We look forward to seeing you all. Have a great year!

Sincerely,

Deborah Ten-Pow

Ms. D. Ten-Pow
Principal
J.N. Burnett Secondary School