



# Westwood Collegiate

360 Rouge Road  
Winnipeg, Manitoba R3K 1K3  
Phone No. (204) 888-7650 Fax No. (204) 889-0802  
<http://westwood.sjsd.net>

June 19, 2017

Dear Students and Parents:

Welcome to Westwood Collegiate. The administration and staff are looking forward to a successful 2017-2018 school year with your son/daughter. The information in this letter is to inform you of opening day procedures and school policies which will assist in your student's academic success.

Westwood Collegiate is offering the convenience of online payments to parents/guardians. You will be required to pay the \$25.00 student fee and the \$25.00 yearbook fee online.

**You can access the online payment program Wednesday, August 23rd, 2017  
to pay student fees.**

## Register Online:

- Step 1: Please go to this site: <https://sjsd.schoolcashionline.com>
- Step 2: Register by selecting the "Get Started Now" and following the steps.
- Step 3: After you receive the confirmation email, please select the '[click here](#)' option, login and add each of your children to your household account.

PLEASE NOTE: If you have any questions during the registration process or while online, please select the **GET HELP** option in the top right hand area of the screen.

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### 1. Westwood students may pick up their timetables as follows:

Monday, August 28<sup>th</sup> – Grade 11 & 12 (9:00 am – 3:00 pm)  
Tuesday, August 29<sup>th</sup> – Grade 9 & 10 (9:00 am – 3:00 pm)

**The student fee is \$25.00 and if you would like to purchase a yearbook there is an additional cost of \$25.00. Please pay online prior to timetable pickup.**

If timetable changes are necessary, Student Services will be available to make course changes by appointment on August 28<sup>th</sup>, 29<sup>th</sup> and 30<sup>th</sup> 2017.

**The St. James-Assiniboia School Division**  
***Great Schools for Growing and Learning***

2. **The first day for the fall term is Wednesday, September 6<sup>th</sup>, 2017.** The school hours at Westwood are 8:30 am - 12:03 pm and 1:11 pm - 3:30 pm; however, our school opening day schedule is as follows:

Morning Schedule – 10:00 am - 11:30 am (Orientation Session):

Orientation for all Grade 9 and any Grade 10-12 students who are “new” to Westwood will take place. Students are to report to the theatre at 10:00 am. Following the orientation there will be a BBQ sponsored by the Student Council from 11:30 am – 12:45 pm.

Afternoon Schedule - 1:11 pm - 3:30 pm (All students, Grades 9-12):

- 1:11 – 2:19 Proceed to Period 5 class, Day 2 (students who have not picked up their timetables and paid their student fees should report to the theatre.)  
2:22 – 3:30 Report to Period 6 class

Division transportation for opening day will be provided for bussed students and will follow regular hours; however, because of the 10:00 am start time for opening day, it would be appreciated if alternate arrangements could be made for your son/daughter so that they don't arrive too early. Classes will be dismissed at 3:30 pm and bussed students will be provided with transportation home.

3. The student fee covers the costs associated with co-curricular activities, Student Council activities & locks. Yearbooks are \$25.00 and are to be paid online.
4. The Attendance Policy for Westwood will be discussed on the first day of classes. It is very important that the school be informed by the parent or guardian by phone within 24 hours of the student's return to school if the absence is to be considered excused.

**Reporting dates for the 2017-2018 school year are as follows:**

|                           |   |                               |
|---------------------------|---|-------------------------------|
| November 17 <sup>th</sup> | - | Midterm Report Card           |
| February 9 <sup>th</sup>  | - | Final/Semester I Report Card  |
| April 27 <sup>th</sup>    | - | Midterm Report Card           |
| June 28 <sup>th</sup>     | - | Final/Semester II Report Card |

5. **School Pictures** – Tuesday, September 12<sup>th</sup> at 8:30 am. (Students will receive order forms when they pick up timetables.) Picture retakes will be Thursday, November 2<sup>nd</sup> at 8:30 am.
6. **Staff Meetings** – The first staff meeting of the school year is Tuesday, September 19<sup>th</sup>. Please note, the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month will be staff meeting days resulting in early dismissal at 2:40 pm.

The staff and I hope you have a relaxing and enjoyable summer vacation. We look forward to meeting our students on the first day of classes, Wednesday, September 6<sup>th</sup>, 2017.

Yours truly,

Mr. K. Dueck  
Principal