

School Daily Schedule Policy (September 2022)

Developed in correlation to the Independent School Act (BC).

Policy

The School creates a daily schedule for arrival, dismissal and breaks. All students are expected to be in their classrooms ready to start the day by 8:20AM, and dismissed at 3:20PM.

Classroom teachers, further create a daily and weekly schedule to facilitate learning. School Administrators review and approve this daily and weekly schedule to ensure it aligns with the requirements of the Ministry of Education, and the needs of the school. The classroom teacher will provide a copy of the approved weekly schedule to students and their families at the beginning of the school year.

At times, School Administrators will adjust the daily and weekly schedule to meet the needs of the school at their discretion.

School Hours

The school hours are from 8:00AM – 4:00PM during school days. The school is not open to students on non-instructional days/professional development days during the school calendar year. The school will remain open during the summer months, at reduced hours, to accommodate for the needs of the upcoming school year. Summer hours are determined by the school administration team.

Daily Schedule

- 8:10 – first bus arrives and school supervision duty begins
- 8:20-8:25 – students are in classes to begin their day
- 8:25 – first period begins
- 9:45-10:00 – Recess
- 12:00-12:40 – Lunch
- 3:20-3:25 – dismissal, and the end of the last period
- 3:35 – supervision duty ends

The daily schedule may be altered in accordance with the requirements of the school, such as early dismissals, as outlined in Student Early Departures and Dismissal Policy.

- Gurdwara Sahib Morning Assembly takes place at 9:05-9:40AM at Newton
- Gurdwara Sahib Morning Assembly takes place at 8:35-9:05AM for Intermediate students & 9:05-9:40AM for Primary students

Arrival and Dismissal

Establishing routines for students is very important. It is expected that students follow and understand their daily schedule.

School begins at 8:20am. Please do not send your child to school before 8:10am as there will be no supervision at that time. As students arrive at school they are requested to wait outside their class until the teacher opens the door.

Upon dismissal, parents may wait for their students at the front of the school. Students in primary grades will be brought out by their teachers, while intermediate students will be dismissed from their classrooms.

Parents wishing to speak to their child's teacher may head to the classroom and discuss any concerns once all students have been dismissed.

The School is a closed campus. This means all students must bring their lunch and snack to school as they will not be permitted to leave the school grounds during school hours. Families who want to bring a lunch for their child may do so by leaving it at the office in a marked bag with the child's name.

The School reserves the right to alter this policy at any time in accordance with the requirements of the school.