

## Winston Churchill Summer Institute Welcome Letter

Dear Student,

Winston Churchill would like to welcome you to the Summer Institute.

**Program Dates & Times: Tuesday, August 8<sup>th</sup> - Wednesday, August 30<sup>th</sup> (8:30 a.m. - 4:00 p.m.)**

### Daily Schedule

Period & Time	Class & Instructional Activity
8:10- 8:30	Breakfast is served in the Cafeteria. Gym is open.
8:30 - 9:30	Home Room in classrooms
9:30 - 10:30	Home Room Rotation (Literacy and/or numeracy)
10:30 - 12:00	All classes will merge and meet in the gym/cafeteria or back field for Part 1 of an experiential activity
12:00 - 12:45	Lunch will be provided in the Cafeteria every day. (Halal meals are also provided) Since lunch is provided students may not leave school property without a written note from a parent/guardian.
12:45 - 1:45	Home Room
1:45 - 3:15	All classes will merge & meet in the gym/cafeteria or back field for Part 2 of an experiential activity
3:15 - 4:00	Home Room for guided instruction/completion of a portfolio reflection that will become part of the culminating evaluation

### Attendance & Late Policy

Attendance will be taken at the beginning of the day in Home Room & after Lunch. Since we must offer a minimum of 110 hours of instruction **attendance is Mandatory**. If a student is feeling ill and needs to go home they will need to go to the office to call home and sign out. **No student shall be signed out without contact with a parent or guardian.** Note: If a student is absent **3 full instructional days** or accumulates **9 lates** of 20 minutes or more he/she will be removed from the program.

### Code of Conduct

Students are expected to conduct themselves in an appropriate manner that is effective for establishing and maintaining a positive learning environment for all students and staff. To ensure this is achieved the following rules must be followed:

1. Electronic devices are permitted on school property and to be used during **non-instructional** time. However, the school and TDSB are not responsible for lost, stolen or damaged electronics.
2. Students are to refrain from using profanity inside the building.
3. Students should adhere to a dress code that is appropriate and not offensive.

A progressive discipline approach will be taken with individual students who cannot adhere to these rules. If persistent opposition to these rules occurs the student will be removed from his or her class to complete the work in the office or sent home for a day.

Thank you for your interest and we look forward to seeing you on **Tuesday, August 8<sup>th</sup> at 8:30 in the Cafeteria.**

Sincerely,

Ian Bain  
Principal

Ken Mulgrew,  
Vice Principal