



DUNCAN J SCHOULAR PUBLIC SCHOOL

41 McGill Street South
Smiths Falls, Ontario
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Telephone (613) 283-1367
Fax 1-855-358-3363
Ms. T. Staples, Principal
Mr. A. Pratt, Vice Principal



June 16th, 2021

Dear Duncan J. Schoular Parent(s)/Guardian(s),

Student Retrieval or Drop Off of Items

The board has dedicated **Thurs., June 24th and Fri., June 25th** as **UCDSB student pick up and drop off of school items**. While most students took home their indoor shoes and some personal belongings they had at school prior to the April break, we know that students may still have some items at school they need to collect, or have borrowed items they need to return. We will also have lost and found items on display outside during those two days from 8:30 a.m. – 4:00 p.m. At this time, we will distribute your child's report card. Any report cards not picked up will be mailed over the summer.

These retrieval times will also provide a drop off time if your family borrowed a device or devices from UCDSB to use during remote learning. **Please ensure all components of borrowed technology are returned.** Students who are enrolling in UCDSB summer learning programs and courses **do not need to return loaned devices at this time.**

Students in Kindergarten to Grade 8 who have devices to assist them in their special education needs, can keep their devices over the summer. If this equipment is not being used over the summer, you may return it.

In an effort to control traffic at the school and ensure we are following all public health recommendations, parents/guardians will need to book a time to come to the school using our online booking tool [Duncan J. Schoular Bookings Site](#).

CURBSIDE PICK UP

- Families who are driving up to the school are asked to stop at the pylons and families walking to the school are asked to wait at the designated pylons.
- Items will be placed in the trunk/hatch of the vehicle or set on the table outside.
- Face coverings must be worn by all visitors.
- Physical distancing is to be respected.
- If INCLEMENT WEATHER – items will be dropped off and picked up inside the school. There will be a separate entrance and exit.
- Before coming to the school, [we ask that everyone screen for COVID-19 symptoms](#). If after taking the screening you are not able to come to the school to get your belongings or drop off borrowed resources, please contact the office at 613-283-1367 to make alternate arrangements.

Teacher Access & Remote Learning Change

During Mon., June 21st, Tues., June 22nd and Wed., June 23rd staff will be assigned a ½ day school access each day to work in their classrooms. This will provide staff time to pack student belongings, label them and get them organized for pick up. While teachers are working at the school on these ½ days, students will be provided with asynchronous learning materials to replace their normal synchronous learning times for that portion of those days. Your child's teacher will let you know which days and times they will not be online.

Thank you,

Tracy Staples

Principal, Duncan J. Schoular Public School