

**M. G. TEED MEMORIAL SCHOOL**  
**151 Black Street**  
**Saint John, NB**  
**E2K 2L6**



Telephone: (506) 658-5352  
Fax: (506) 658-6312

---

*Principal, Mr. MARK CROWLEY      Administrative Assistant, Michelle McCaughan*  
*Vice Principal, Mrs. Tanya McGrath*

Hello Teed Families,

We know that you have many questions about the startup of school, which is fast approaching. We have been busily meeting and planning the school entry here at Teed, meeting with District personnel and following EECD and Department of Health protocols which have been developing in response to COVID 19. As you are aware the start-up will look different than our usual September start of the school year. We are planning on getting our Operational Plan out to Parents the first week of September, after it has been reviewed by the District.

The first week of school will be staggered entry for all students. A schedule will be sent along to you and your family indicating what day your child will be starting school the week of September 8<sup>th</sup>. Our plan is to divide the students into groups of 5 students per day beginning on Tuesday, September 8<sup>th</sup>, having 5 students per class each day until Friday September 11<sup>th</sup>, when all students will attend school. This will give the students the chance to become familiar with the COVID procedures and routines that now have to be in place within our school. Your specific child's day to attend school will be sent along to you within the next week. We understand this may have an impact upon your childcare arrangements and we hope it is not too much of an inconvenience.

The school has undergone a tremendous amount of work this past 4 months, creating classrooms, re-arranging resources and especially developing new safety measures. As you are no doubt aware the Minister has unveiled the plan for the Safe Return to schools and our District has/will also be sending out a letter to families updating the progress so far. If you have not had the chance to read these items, please do so, they will answer many of the questions you may have.

Our Plan when presented to you, will outline the daily routines of entry and dismissal of students, recess, lunch and of course the students learning within their respective classroom bubbles. We have tried our very best to keep the classroom bubbles at 15, but our student population has been increasing and space is an issue here at school, so some classes have 16 students. We are not alone in this classroom number being above 15 across the District and/or Province. We have been approached by some parents requesting that children be in the same classroom as their friends, we unfortunately are unable to accommodate such requests, as it is not a practice here at Teed and especially this year with our added protocols and space issues.

We would ask for your continued patience and support as we continue to finalize our Operational Plan. I would ask that if you have not started the practice of having your child wear a face mask to encourage this, as we will need to wear a mask in certain areas of the school do to social distancing and entering and exiting the school.

Once again thank you for your patience and your support in advance of our School Start-up.

Mark Crowley

Principal