

Vincent Massey School Handbook 2025-2026



School Access

We welcome parents/caregivers in our building. All exterior doors are locked, except the front door. Thank you for checking in at the office when you arrive to help us assist you.

Attendance

Regular attendance is important for students to fully benefit from the instruction in the classroom. Please enter absences on Edsby or call the school if your child will be away from class. You may leave a message on the office voicemail (306-683-7480) between 4:00 pm and 8:00 am, indicating your child's name, grade, teacher's name, and reason for the absence. Please be aware that our Safe Arrival program sends out calls to parents/caregivers for each unexplained absence.

Bell Times

9:00 Welcome Bell

9:04 School Starts

10:50 Morning Recess

11:05 Recess Ends

11:55 Lunch Dismissal

12:40 Welcome Bell

12:42 Afternoon Classes Begin

2:25 Afternoon Recess

2:40 Recess Ends

3:30 Dismissal

School Permissions

We will be sending out school consent forms and out-of school excursion forms through email links. If you require a paper copy, please let your child's teacher or the office know.

School Community Council

Our School Community Council (SCC) will hold its annual AGM at 6:30 pm on September 17 in the school library. All parents/ caregivers who are interested in becoming involved at the school level are encouraged and welcome to attend the election meeting. You will not necessarily have to hold an elected position within the SCC; becoming an active member at large is strongly encouraged. Meetings are held in person and virtually throughout the year.

Friends of Vincent Massey

Additional funds for student needs and activities are raised through our Friends of Vincent Massey parent group, which meets after the SCC meetings. The focus is on school-wide initiatives.

Emergency Procedures

When students are injured at school, depending on the severity, parents are contacted, and an incident report is completed. We have staff who are trained in First Aid/CPR.

If an emergency occurs where the school must be evacuated, teachers will accompany children to Bishop Klein School (located at 1121 Northumberland Avenue). Information for parents will be broadcast on the radio and parents will be contacted. In the event of such an emergency, please listen to the radio or come to the school; do not telephone as our phone lines will be inaccessible. Saskatoon Public Schools has a mass communication tool called Everbridge, which will inform families of various emergency situations at the school. Please ensure we have your current contact information to receive alerts. We will not send children home unless we can assure ourselves of their safety through communication with their family.

Street Parking and Safety

It is extremely important that all parents/ caregivers follow the speed limit when entering the school zone from 7:00 am to 7:00 pm, every day. To ensure student safety, please:

- Use the crosswalk to cross the street.
- Park only in areas that are not reserved for buses.
- Do not do U-turns in front of the school

School Supplies

Please refer to the [school supply list](#) for 2025-2026. We strive to limit the list to the essentials that each student will require.

Bus Transportation

Students living more than 1.2 km from school (Westridge Village on Laurier Drive) are eligible for transportation by Hertz bus. Parents will need to fill out a form at the front office before students are able to ride the bus. The bus driver must contact parents/caregivers before students are permitted to ride the bus.

The bus driver is responsible for the safe transportation of our students. It is the responsibility of parents to notify both the driver and the school when a student is going to be absent or when the student has not been picked up. Students are required to follow the expectations of the bus driver. Misbehavior on the bus may result in loss of privileges for a specified period.

Supervision of Students

Staff provide supervision for students 15 minutes before and after school, and during recess breaks. Upon arrival, students are expected to go to the back tarmac until the welcome bell rings. To ensure students' safety, students should not be at school early or stay late after school without supervision.

Lunch supervision is provided for students who are unable to go home during the lunch hour. For students who stay for lunch, there is a fee of \$100/child. Fees are capped at \$200 per family and may be paid through School Cash Online or at the office. Students who stay for lunch are expected to remain on school grounds. Students are not allowed to go to the store or restaurants once they are at school.

Before and After School Program

The Before and After School program is run by BGC and offers supervision for students for a fee. For information on available spots for your child, please contact their office at (306) 665-1450.

Nutrition Program

There is a nutrition program for students who require a meal for breakfast and lunch. Breakfast is served in the nutrition room at 8:45 am. Lunch is served from carts outside the classrooms.

Cell Phone Policy

Cell phones are prohibited during instructional time and recess breaks. Students are encouraged to leave their phones at home. If students bring a phone to school, it should be locked in their locker throughout the day. Parents may leave messages for students by calling the office or messaging teachers on Edsby.

Conflict Resolution and Restorative Justice

At Vincent Massey School, our school-wide classroom management practice is centered around conflict resolution and restorative justice, in which students, staff and families take responsibility for their actions, reflect on the action, feel and demonstrate empathy for others involved, and find resolutions to repair the harm and prevent further issues. All students reflect using a written prompt that allows them to de-escalate from the situation and think of a way to resolve the issue. It allows everyone involved to have a voice. We model and support collaborative problem-solving conversations, mediation opportunities, and logical consequences.