



Sir Winston Churchill Secondary School

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604.713.8189 phone; 604.713.8188 fax

churchill@vsb.bc.ca

Important Information – Please Translate

這是一份重要資訊 — 請找人為您翻譯 這是一份重要信息 — 請找人为您翻译

Mahalagang Impormasyon - Paki salin sa sariling wika

Thông tin quan trọng - Xin tìm phiên dịch

ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ-ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਅਨੁਵਾਦ ਕਰੋ/ਕਰਵਾਓ

महत्वपूर्ण जानकारी - कृपया अनुवाद करें

중요한 정보 - 번역 부탁드립니다

Información importante - Por favor traducir

معلومات مهمة - الرجاء الترجمة

重要な情報-翻訳してください

اطلاعات مهم - لطفا ترجمه کنید

August 26, 2025

Dear Churchill Students and Families,

Please find information below regarding school start up, MyEd, food services, school fees, extracurriculars, school forms, lockers, our school schedule and more for 2025-2026.

We are really looking forward to welcoming you back to school on Tuesday, September 2, 2025! All Churchill students will be attending grade-wide assemblies on Tuesday and should report to the auditorium at the following times. These assemblies will be approximately 45 minutes in length, after which students will be asked to leave the building so that staff can prepare to welcome the next grade group.

9:00 am	Grade 9s
10:00 am	Grade 10s
11:00 am	Grade 11s
12:00 pm	Grade 12s
1:00 pm	Grade 8s

Note: Gr. 8 students will be with us from 1:00-2:30pm for an extended orientation.

Students on our waitlist (those who have not had their registration confirmed), please wait at home until you hear from your grade counsellor or administrator.

MyEd and Counsellors

[MyEd](#) will open for student timetable viewing in the evening on Friday, August 29th. Returning Grades 9-12 students can use their most recent MyEd password for login. If you have forgotten this password, please click on the link "I forgot my password". The system administrator will send your new password. If you have disabled your account, please email churchill@vsb.bc.ca to have your account reset. Resets will take a minimum of 48 hours to process. Once you have successfully logged into MyEd, please navigate to the **My Info** top tab and then **Current Schedule** side tab to view your timetable.

For grade 8 families or those who are **NEW** to the VSB, please login to MyEd on a computer (not mobile phone) with your student number and the generic password: Dist\$2026. Additional MyEd information can be found [here](#) including instructions for first time users. Grade 8 students will also receive a printed copy of their schedule on the first day.

This week counsellors are working on student timetables. Counsellors will be prioritizing new students and students with incomplete schedules and/or schedule changes due to summer school results. Be sure to review your schedule on September 2-3 before school starts to see your most up to date schedule. Counselling assignments for this year are as follows:

Grade 8: Kate Wiggins (kwiggins@vsb.bc.ca)

Grade 9: Mark Johnston & April Salter (mjohnston@vsb.bc.ca & asalter@vsb.bc.ca)

Grade 10: Mike Lattimer (mlattimer@vsb.bc.ca)

Grade 11: Danniell Lin (dlin@vsb.bc.ca)

Grade 12: Grace Lee (glee@vsb.bc.ca)

Food Services

The cafeteria will be open as of Wednesday, September 3, and our vending machines are available.

School Fees

All school, program, course, workbook, contest, field trip fees etc. should be paid online. Please click on [SchoolCashOnline](#) for details and for the [2025-2026 School Fees](#).

Extracurricular Activities

Extracurricular sports and activities will resume in full this fall. More information will come from coaches and sponsors as the year begins.

Digital Device Policy

A reminder that, as per Ministry of Education guidelines, students are expected to adhere to the digital device policy introduced in 2024. As such, **personal digital devices must be turned off or placed on silent mode before entering the classroom and remain silent during instructional time. Personal digital devices are not permitted for use during class time unless an educator has given prior permission.** *Note: personal digital devices include items such as phones, tablets, laptops, smart watches, earbuds, etc.* We ask for your continued support in helping us provide a productive and engaged learning environment for all students.

In the event of an emergency, parents and guardians are always able to reach their student by directly communicating with our main office at 604-713-8189.

School Forms

Parents/Students are asked to visit <https://myforms.vsb.bc.ca/> to complete important paperwork. You will need your child's PEN (personal education 9-digit number which can be found on the report card or in MyEd (under the My Info Tab) and student's date of birth to complete the following required forms:

- CASL (Canadian Anti-Spam Legislation) Form
- Acceptable Use Policy (AUP)
- External Media Consent 2025-2026
- VSB Media Consent 2025-2026
- Neighbourhood Class Walk Consent 2025-2026

Students will receive and bring home a Reunification Form for parents/guardians to complete. Students are expected to return these forms to their 1-1 teacher by the end of the week (Sept. 5). We also need families to verify their contact information in MyEd. Please let us know right away of any changes by printing off the Student Information Verification Form, correcting the changes on the form, signing the form and submitting it to the office.

Health and Safety

The Vancouver School District continues to stay in regular communication with the Ministry of Education and Child Care, the Ministry of Health, and Vancouver Coastal Health to ensure students, staff, and families are kept informed and safe. Parents and students can view the Communicable Disease Prevention plan and other important health updates [here](#).

Student Absences

Student absences can be reported to churattendance@vsb.bc.ca. Please also email the student's teacher(s). Please provide the student's name, student number, date of absence, reason for absence and period(s) of absence or time. *Extended student absences* – the form for extended absences, available in the office, should be fully completed and submitted to the office at least two weeks prior to the absence.

A [Notice of Late Return Form](#) is required for any student who will be returning to school LATER THAN noon on Friday, September 5 but prior to Monday, September 29th. Please complete it and email it to churattendance@vsb.bc.ca so that the space is reserved for the student.

Lockers

Gr. 8 students will sign up for their lockers and receive a lock for that locker on Mon. Sept. 8 during FIT. The schedule for locker sign-up for grades 9-12 will be communicated via Teams during the first week of school. School-issued locks are required for Gr. 8s and recommended for all other grades. Locks can be purchased through [schoolcashonline](#). Students who signed up online for a locker must have a lock on it by September 26, 2025. If you sign up for a locker that is marked available and it has a bolt on it, please see the office to have the bolt removed. If you have placed a lock on a locker but have not registered for it online, your lock will be removed.

PE locks must be purchased through schoolcashonline and picked up from the PE office.

Secondary Schedule for 2025-2026

Our school timetable is on a semester schedule, apart from the IB Programme which runs courses year-long.

Semester 1 September 3, 2025 - January 27, 2026

Semester 2 January 28 - June 25, 2026

Students take four courses from September to January and another four courses from the end of January to June. School begins at 8:40 a.m. and finishes at 3:05 p.m.

The [bell schedule](#) includes four 40-minute periods of Flexible Instructional Time (FIT) per week. FIT is instructional time built into the weekly schedule that gives our students agency in their learning, goal setting, and time management, empowering them to develop their core competencies. Ultimately, the purpose of FIT is to support the learning and well-being of students by enabling choice in how, when, and where their learning takes place. During this time, staff will be on site and students will be supported in determining how to best use this instructional time.

This year students and staff will continue to sign up for FIT time using an online system. For the first two weeks of classes, students will have assigned spaces for FIT to allow time to connect with individual teachers and learn their expectations for use of FIT. The schedule for FIT will be covered at our opening grade assemblies.

Collab Time

Staff will be involved in collaborative work at school during the **morning** on the following dates: October 15, January 21, April 15, June 10. On these dates, students will report to their first period class at 10:05 am. Collaborative work in the **afternoon** takes place on the following dates: September 10, November 26, February 11, May 20. On these dates, students will have an early dismissal at 1:45 pm.

See you all on Tuesday, September 2nd for grade assemblies and hope you are ready for a full school day with classes starting at 8:40 am on Wednesday, September 3rd. Here is the [2025-2026 School Calendar](#).

Wishing you a safe and successful school year,

The SWC Admin Team

Ms. Angela Haveman, Principal

Mr. James Francom, VP

Ms. Zoe Higgs, VP

Mr. Tom Myring, VP