



## INFORMATION FOR NEW FAMILIES TO VC

Welcome to Vancouver College! We look forward to your son and your family joining our community.

More details on policies and procedures are provided in the Parent Handbook, shared at the beginning of the school year. Our website ([www.vc.bc.ca](http://www.vc.bc.ca)) also provides a vast amount of information for both parents and students.

### How will I receive information from Vancouver College?

As we continue our efforts to reduce our carbon footprint, the majority of Vancouver College's communication is through email. For this reason, it is the parents' (or guardians') responsibility to provide the school with an active family email address and to inform the Main Office in person or by email ([info@mail.vc.bc.ca](mailto:info@mail.vc.bc.ca)) of any changes to this address.

During the school year, an E-Newsletter is sent every Monday including information on the week ahead. The Vancouver College Parents Association also emails a weekly message on Thursday with information on volunteer opportunities, spirit wear sales, and VCPA events.

In addition, for Kindergarten to grade 12, each class/homeroom/advisory has a class parent who communicates grade/class specific information. We also encourage parents and students to check our school website through the Campus Life section for more news. Many grade-specific communications are announced to students during their Advisory class as well as at Assemblies, and TV monitors with news and announcements are strategically located throughout our campus.

We encourage all Vancouver Parents and Students to download the [Vancouver College app](#) (found on the [Apple Store](#) and [Google Play](#)). The app is an easy way to explore upcoming events, the school calendar, recent school news, and to receive important messaging regarding school closures.

Our Facebook ([@VancouverCollegeNews](#)), Twitter ([@VanCollegeNews](#)), Instagram ([@vcirish](#)), and LinkedIn (<https://www.linkedin.com/school/vancouver-college/>) accounts are also great ways to stay connected to the school!

### How can I contact my son's teachers?

The most efficient way to reach teachers at Vancouver College is by email. A staff member's email address is the first letter of their first name followed by their last name and "@mail.vc.bc.ca" all in lowercase. For example, John Smith's email address would be [jsmith@mail.vc.bc.ca](mailto:jsmith@mail.vc.bc.ca).

Our faculty members are here to support your son and ensure he has the best educational experience while at Vancouver College. Our teachers strive to be present in well-planned learning sessions and provide

timely assessments and feedback to their students. Teachers are also highly involved in extracurricular activities as coaches and mentors, as part of our focus on developing the whole child.

We believe in the importance of an open communication line between parents as primary educators and their sons' teachers. In this regard, we think it wise to formalize expectations on both sides of this communication bridge. Parents are encouraged to contact teachers with inquiries and concerns but should realize that it may take up to 48 hours for the teacher to respond in normal situations. As well, we ask parents to refrain from reaching out on weekends and between the hours of 6 pm and 6 am on weekdays. As ever, if parents do feel that a concern has not been addressed or is urgent in nature, they may contact an administrator.

### What is the dress code and where can I buy a school uniform?

Our uniform supplier is *Top Ten School Wear* at 1638 SE Marine Drive, Vancouver BC. *Top Ten* contacts new families via email usually by May to arrange a 30-minute uniform fitting to be completed by the end of July. If your son was a late acceptance (after April/May) or you have not been contacted by *Top Ten*, please call 604-322-1626 or email [info@toptenschoolwear.com](mailto:info@toptenschoolwear.com) to book your son's uniform fitting appointment.

Dress Code is as follows:

- White long sleeved dress shirts
- School tie (purple/black)
- Regular black dress shoes (with leather uppers, cut beneath the ankle)
- Socks extending beyond the ankle (dark dress socks recommended),
- Dress quality, black or brown belt.
- Slacks
  - Grades 7 to 11 – Grey Dress Pants;
  - Grade 12 – Creased suit quality Dress Pants (Grey or Black)Slacks are available from *Top Ten* but may also be purchased elsewhere provided their quality is specified above.
- School-Issued Sweater
  - K-Grade 6 - purple Elementary School Sweater.
  - Grades 7-12 - one of the following:
    - (a) Black, monogrammed Vancouver College sleeveless vest
    - (b) Black, monogrammed Vancouver College V-neck sweater
    - (c) Traditional purple Letterman sweater
    - (d) Traditional navy blue Edmundian sweater
    - (e) Traditional beige Student Council sweater
    - (f) Approved Grade 12 Graduation sweater

Optional Summer Uniform:

From the day after Mother's Day Mass (mid-May) to the day after Thanksgiving (early/mid October), students have the option of wearing the summer uniform also available at *Top Ten*. This includes:

- VC golf shirt
- VC shorts or dress pants (per above)
- Regular socks
- Black dress shoes or sandals

## Dress Down Days:

Throughout the year, students are invited to dress in casual wear to support various initiatives such as Mayfair, Service Trips, Christian Brothers Missions, and other charities like Covenant House. Please refer to the Weekly Newsletter and/or [school calendar](#) for exact Dress Down dates and more information.

## How do I register for Parent Participation hours?

Most parent participation opportunities are published in the OnVolunteers Portal, starting in mid July of each year. New parents may register after July 15, using the instructions found at <https://www.vc.bc.ca/parents/parent-participation>. See "How to login the first time and update your family information". This webpage also includes a Quick Start Video for the OnVolunteers portal, a reference list of volunteer opportunities, key deadlines, PPP updates, and other reference information about the VC PPP.

## What is PowerSchool and how can I use it?

PowerSchool is an online student management platform used primarily by Middle and Senior School teachers. This dynamic tool provides parents access to real-time student performance and attendance records to improve parent engagement and student accountability.

Before school starts in late August or early September, a letter with login information for PowerSchool and further details on the program will be sent to you by post.

If you need assistance resetting your password or accessing your account, please contact our Database Administrator, Mrs. Frances George at [fgeorge@mail.vc.bc.ca](mailto:fgeorge@mail.vc.bc.ca)

## When are tuition fees due?

At the end of August you will receive a letter from our Accounting Department with an invoice and tuition payment options. Should you require any assistance, please contact Mrs. Josy Wigboldus in Accounting at [jwigboldus@mail.vc.bc.ca](mailto:jwigboldus@mail.vc.bc.ca).

Information on tuition, financial aid, and bursaries can be found under the [Admissions section](#) of our website. Should you have questions or require assistance, please contact our Director of Finance and Facilities, Mrs. Kelly Lattimer, at [klattimer@mail.vc.bc.ca](mailto:klattimer@mail.vc.bc.ca)

Please note Vancouver College mails Tuition Tax Receipts to families' primary address in February of each year for tuition fees covering the period of January to December the year prior.

## IEP's (Individual Education Plans) and Learning Resource

The Learning Centre (TLC) provides assistance to students with diverse learning needs through collaboration with the student's learning team: the student, family, specialists, TLC staff, classroom teachers, and school administrators.

Students, with documentation of their personal learning profile (e.g. IEP), may request support through TLC. Please contact Ms. Cliona Ryan-Glennon, Director of The Learning Centre ([cryan-glennon@mail.vc.bc.ca](mailto:cryan-glennon@mail.vc.bc.ca)) to schedule a meeting. Please note that there is no additional fee for participation in TLC unless supplemental service from a third party is required.

More information on The Learning Centre can be found on our [website](#) under the Academics section.

### How can my son join clubs or sports?

As we encourage our students to be proactive and independent, clubs and sports will be communicated to students through announcements and their teachers. We encourage parents to speak to their sons regarding interest/participation in any clubs.

A full list of clubs and activities for Grades 7 & 8 students can be found in the Middle School Survival Guide, distributed at the new parents orientation meeting in May or [online](#) under Middle School Academics.

More details on clubs and athletic activities can be found on our website under [Student Life](#).

### Where do the boys have their lunch? Is the Dining Hall open?

Elementary School: Elementary School students will continue to have lunch in their classroom. As they will not have access to the Dining Hall, students are asked to bring a packed lunch and snacks for the school day.

Middle School: Middle School students will eat lunch in their Homeroom classrooms and not in the Dining Hall. Students may bring their own lunch to school or pre-order lunch from our cafeteria ([Dining Hall web page](#)). Once they have picked up their lunch from the Dining Hall, they are asked to return to their Homeroom for lunch. The rationale for this decision was based on feedback from Middle School students and our school's commitment to wellness and overall safety of our students during this time.

Senior School: Senior School students are welcome to have their lunch in the Dining hall this year (2021-22). Their Student IDs, handed out in September, may be used as their Cafeteria Card. Cafeteria Cards may be loaded in person through one of the cafeteria staff by cash, cheques, or credit or debit cards.

### Drop off, Pick up, and Traffic Guidelines

It is imperative that parents follow drop off and pick up guidelines to ensure the safety of our students. Our full traffic guidelines, as well as important information regarding parking violations, can be found on our Traffic Guidelines [webpage](#), under the Campus Life section of our website.

There are only two (2) drop off zones for all students:

- on the east side of Cartier Street for vehicles travelling northbound and

- on the west side of Hudson Street for vehicles travelling southbound.

West 38th Avenue between Hudson and Cartier Streets should not be used as this road must be accessible for emergency vehicles from Vancouver Fire Hall No. 18.

All Elementary School students may be dropped off following the guidelines above, but **MUST** be picked up by their parents at dismissal per schedule found below. Kindergarten students must be picked up from their classroom, while parents of students in Grades 1-6 can meet their sons in the courtyard. Parents are encouraged to park on the north side of West 37th Avenue and walk the short distance to campus.

In the rare event that you may be late to pick up your son in Grade 1-6, they may wait for a short period of time in the Main Office.

While Vancouver College does not provide a School Bus service for students, we encourage you to connect with families in your area to arrange carpooling to and from Vancouver College. In addition, for students who wish to bike to school, there is a weather protected facility available on campus close to Cartier Street.

We thank you for your understanding and appreciate your cooperation as we work together with you and our neighbours to ensure the safety of all as well as manage traffic flow.

### School Hours

The 2021-22 school year will commence using a full in-class model with students attending school each day.

#### Elementary School

The hours for Elementary School are from 8:30 am - 2:40 pm. Classes begin promptly at 8:30 am and the school doors open at 8:15 am. Prior to this time, students are asked to wait in the Alumni Corridor. Please note classes start at 9:30 am every Wednesday.

Mon, Tues, Thurs, & Fri			Wednesday		
8:15 - 8:30	Arrival	Alumni Corridor	9:15- 9:30	Arrival	Alumni Corridor
8:30 - 11:00	Class	165 min	9:30 - 11:00	Class	105 min
11:00 -11:50	Lunch	40 min	11:00 -11:50	Lunch	40 min
11:50 - 1:30	Class	110 min	11:50 - 1:30	Class	110 min
1:30 - 1:45	Break	15 min	1:30 - 1:45	Break	15 min
1:45 - 2:40	Class	55 min	1:45 - 2:40	Class	55 min
2:40	Dismissal	Courtyard/ Cartier	2:40	Dismissal	Courtyard/ Cartier

#### Middle School & Senior School

The hours for Middle and Senior Schools are from 8:30 am - 2:40 pm (except Wednesdays 9:30 am - 2:50 pm). Classes are scheduled in a linear approach with rolling blocks, such that students take four classes on Day 1 and their remaining four classes on Day 2. This cycle then repeats.

Block Rotation							
Day-1A	Day-2E	Day-1B	Day-2F	Day-1C	Day-2G	Day-1D	Day-2H
A	E	B	F	C	G	D	H
B	F	C	G	D	H	A	E
C	G	D	H	A	E	B	F
D	H	A	E	B	F	C	G

### Middle & Senior School Daily Timetable

The daily timetable consists of four academic blocks per day with built in transition times and a lunch period. This year we have extended the timing of our Advising block (now called Better Man Block), which takes place weekly on Wednesday mornings. We have also increased the timing of our morning break and lunch periods. Further, our early dismissal gives students an opportunity to experience the full breadth of our co-curricular program.

Mon, Tues, Thurs, & Fri		
8:30 - 9:45	Block 1	75 min
9:45 - 10:00	Break	15 min
10:00 - 11:15	Block 2	75 min
11:15 - 11:20	Transition	5 min
11:20 - 12:35	Block 3	75 min
12:35 - 1:15	Lunch	40 min
1:15 - 2:30	Block 4	75 min

Wednesday		
9:30 - 10:30	Block 1	60 min
10:30 - 10:35	Transition	5 min
10:35 - 11:10	Advisory (Better Man Block)	35 min
11:10 - 11:15	Transition	5 min
11:15 - 12:15	Block 2	60 min
12:15 - 12:20	Transition	5 min
12:20 - 1:20	Block 3	60 min
1:20 - 1:50	Lunch	30 min
1:50 - 2:50	Block 4	60 min

What if my son is going to be late or absent from class?

The school MUST receive an email by 9:00 AM if your son is going to be late, absent, or leaving early. Attendance emails should be sent to Ms. Lydia Yu at [lyu@mail.vc.bc.ca](mailto:lyu@mail.vc.bc.ca). Please note that if you do call the school to report a late or absence, an emailed note must still be sent as per government requirements. Please include your son's full name, grade, and date of late/absence in the note.

If your son is arriving late, he must report to Ms. Yu at the Main Office to check in. Senior School Students have the option of checking in with Ms. April Deutsch in the Senior School office (B252, Edmund Rice Hall).

If your son needs to leave campus during school hours for an appointment, he must check out/in with Ms. Yu in the Main Office. Senior Students also have the option of checking out/in with Ms. Deutsch in Rice Hall.

### Incoming Gr. 10 - 12 Students

New students going into grade 10 -12 are asked to contact one of our Academic & Post Secondary Counsellors, Mr. Greg Accili [gaccili@mail.vc.bc.ca](mailto:gaccili@mail.vc.bc.ca) or Mr. Brian Taggart [btaggart@mail.vc.bc.ca](mailto:btaggart@mail.vc.bc.ca), to set up a meeting for course selection.

School supplies list will be emailed to parents in August. Students are not required to bring laptops or tablets to school.

There is no formal orientation for new Senior School students; however, new students are invited the day before school starts for a tour of the campus and to meet some student leaders and teachers.

### Contact Information

Greg Accili	Academic & Post Secondary Counsellor	<a href="mailto:gaccili@mail.vc.bc.ca">gaccili@mail.vc.bc.ca</a>
Johnny Bevacqua	President	<a href="mailto:jbevacqua@mail.vc.bc.ca">jbevacqua@mail.vc.bc.ca</a>
John-Paul Cavalluzzo	Assistant Principal, Middle School	<a href="mailto:jcavalluzzo@mail.vc.bc.ca">jcavalluzzo@mail.vc.bc.ca</a>
Ronith Cogswell	Advancement Director	<a href="mailto:rcogswell@mail.vc.bc.ca">rcogswell@mail.vc.bc.ca</a>
April Deutsch	Administrative Assistant, Assistant Principals	<a href="mailto:adeutsch@mail.vc.bc.ca">adeutsch@mail.vc.bc.ca</a>
Kelly Lattimer	Director of Finance and Facilities	<a href="mailto:klattimer@mail.vc.bc.ca">klattimer@mail.vc.bc.ca</a>
Cliona Ryan Glennon	Director - The Learning Centre	<a href="mailto:cryan-gl@mail.vc.bc.ca">cryan-gl@mail.vc.bc.ca</a>
Barbara Seppelt	Assistant Principal, Elementary School	<a href="mailto:bseppelt@mail.vc.bc.ca">bseppelt@mail.vc.bc.ca</a>
Frank Trentadue	Assistant Principal, Senior School	<a href="mailto:ftrentadue@mail.vc.bc.ca">ftrentadue@mail.vc.bc.ca</a>
Daryl Weaver	Principal	<a href="mailto:dweaver@mail.vc.bc.ca">dweaver@mail.vc.bc.ca</a>
Lydia Yu	Office Coordinator	<a href="mailto:lyu@mail.vc.bc.ca">lyu@mail.vc.bc.ca</a>