



LEN WOOD MIDDLE SCHOOL

School District No. 83 (NORTH OKANAGAN-SHUSWAP)
3700 Patten Drive
Armstrong, B.C. V0E 1B2
Telephone: 250-546-3476 Fax: 1-250-804-7789
www.lwm.sd83.bc.ca

April 2, 2020

Dear LWMS EXTREME TEAM!

This letter is to update and inform you on the next few days. First all we wanted to start by saying that our teachers are so happy to have touched based with families and in some instances their students. This building of LWMS is just a shell. It is the people that fill it that give it life. Our families and students and staff together are the Extreme Team and we are missing each other!

We have two things to address at this time. We have a process for locker items, desk items and band instruments that belong to the district or that need pick up. The second item is the return of school fees.

PICK UP OF LOCKER AND DESK ITEMS AND BAND INSTRUMENTS DROP OFF OF LIBRARY BOOKS, TEXTBOOKS, DISTRICT BAND INSTRUMENTS

Support staff is coming into LWMS on Friday and Monday to clean out lockers and desks. Each Student's belongs will be put into a black garbage bag with a student name label. It will be placed in the gym by division.

The following is the schedule for when to arrive to gather your child's(children's) belongings. **If you have more than one child please come on TUESDAY !!!!** If the time doesn't work come when you can. If you don't want to pick up the belongings...no problem...we will store them for now!

Date	Time	Division
Monday April 6	8:00-12:30	1, 2, 3
	12:30-5:00	4, 5, 6
Tuesday April 7	8:00-12:30	7, 8, 9
	12:30-5:00	10, 11, 12, 13

PROCESS FOR THE GYM PICKUP

1. GO TO THE OUTSIDE SIDE GYM DOORS. STAND AT THE PYLONS AS THEY WILL BE SPACED 6 FT APART TO HONOUR SOCIAL DISTANCING.
2. A staff member will be at a table with class list in case you do not know your child's division. You will be directed to stand in your division line. A LWMS staff member will go into the gym and get your child's supplies and put them on a table. They will stand back. You can then come forward and take your child's belongings.
3. A staff member, at the gym door, will have a clipboard with all the divisions and will highlight your child(children) name when you pick up belongings.
4. IF YOU HAVE LIBRARY BOOKS OR TEXT BOOKS THERE WILL BE DROP BOX outside

"WHERE GREAT MINDS MEET"



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PROCESS FOR BAND PICK UP

If you are in grade 6, all DISTRICT instruments need to be returned when you pick up your child's locker and desk belongings. Thank you ! If you are in grade 7 or 8 and are an experienced player, you can keep your district instrument at this time as we plan on offering weekly practice ideas. This will occur over the next few weeks. There will be a bin outside for all band book and sheet music to be returned. The instruments will be outside so there will be easy access. Two LWMS staff members will assist people in collecting their band instruments and ensuring there is social distancing Please only get your child's band instrument AFTER getting your student's locker and desk belongings. THANK YOU !!!!

1. GO TO THE OUTSIDE BAND ROOM DOORS. STAND AT THE PYLONS AS THEY WILL BE SPACED 6 FT APART TO HONOUR SOCIAL DISTANCING
2. At the BAND ROOM door a staff member will have a clipboard with all the divisions, we will highlight your child(children) name when you pick up or deliver a band instrument.
3. IF YOU HAVE Band Books THERE WILL BE DROP BOXES outside
4. BRING RETURNED BAND ITEMS WITH YOUR CHILD'S NAME ON THEM PLEASE
5. All instruments will be outside and you will be prompted one person at a time to gather the item.

Div 1-Mr. O'Brien
Div 2- Mr. Nicholson
Div 3- Mr. Poirier
Div 4- Mrs. Poirier
Div 5- Mrs. Ganzeveld
Div 6- Ms. Moore
Div 7- Mr Liefke
Div 8- Mr. Wood/Anderson
Div 9- Ms. Turner
Div 10- Mrs. Mason
Div 11- Mr Matthews
Div 12- Mr Lutes
Div 13- Ms Hamilton

FEES

Patsy will be working on Food Day and Outdoor Pursuits refunds starting next week but as you can imagine this will be a big project. Please be patient. We will refund the balance after paying any outstanding student fees. CONNECT WITH PATSY OR MRS MOORE if you are in need of hardship help. Inquiries or questions: Email: Patsy: pcampbel@sd83.bc.ca or Denise: dmoore@sd83.bc.ca

This is a lot of information....thank you for being so flexible and understanding. Again, if you are not comfortable picking up belongings please do not add that stress to yourself. We can store items. We do need district band instruments though, so please return those or email us to let us develop another plan with you! We can do this!

Denise Moore
LWMS
Principal