

September 5th, 2019

Dear Parents,

Today your child is bringing home their planner. This is an organizational planner in which your child will record schedule reminders, due dates and field trips. At times I write notes to your child, reminders, or even a note for you!

**Since this is such an important tool, a few requests:**

**1** - Please ensure your child has the planner every morning. If it is lost, you will need to replace it, as we use the planner EVERY DAY!

**2** - Please leave the lined DAILY SPACE of the planner for your child to print information from school. Each Friday, the students will copy reminders from the board for the upcoming week, such as gym days, library days, field trips, etc.

**3** - Please attach forms/ absentee notes/ correspondence to the current page of the planner.

**4** – A parent must sign the planner every night. This way, you will see any correspondence from me (to either you or your child).

**5** - Please clip the corners, as it helps to find the right page!

These planners are always very successfully used, and credit is owed to the parents who so diligently sign and return the planners every day.

Please read the opening pages of the planner. This information is there for you, as it reviews bell times, uniform expectations and general information about the school.

If you have any questions regarding the planner, please contact jthomson@sosschool.ca. This is a great opportunity to get “our” children into good habits... and after a week (or so) we’ll all be in the planner routine!

Thanks for your help!!

Mrs. J. Thomson 