



Brentwood/Deep Cove/Keating/KELSET ~ Grade 5 Transition Timeline for 2014/2015 School Year

DATE	ACTIVITY	KEY PEOPLE
Early January	<ul style="list-style-type: none"> Set dates for feeder schools to visit BSMS Set date for Grade 5 Class Placement Meetings - FI & Eng on same day, different location Email feeder school admin and secretaries with dates so they can be put on their calendar while setting up for new year 	Wendy Lori
February, mid	<ul style="list-style-type: none"> Email feeder school secretaries asking for incoming numbers; gender breakdown; wheelchair needs; Keating needs to breakdown FI/Eng Ask for class lists with teacher names, too 	Lori
February, beginning	<ul style="list-style-type: none"> Have Bonita Hannesson @ SBO pull data from feeder schools so labels can be made up for class placement meetings 1 set of Labels put on boy/girl stickies [put in twin-pocket folder for school visits by admin] AND a 2nd set for Student Profile Sheets 	Lori
March, end	<ul style="list-style-type: none"> Email feeder school secretaries & AO/VP's reminder of dates for visit to their school and date Grade 5's visit BSMS - Feeder schools need to request Student Placement Information from Parents for their gr 5s to have for placement meeting at BSMS in May 	Lori
April, beginning	<ul style="list-style-type: none"> Arrange busing to BSMS for Grade 5 visits to BSMS in May 	Lori
April	<ul style="list-style-type: none"> BSMS IST meet with feeder schools IST re: student needs & class placement (BSMS IST will connect with feeder school teams directly to determine a date) 	IST Team
Apr 13-17	<ul style="list-style-type: none"> Elementary admin/teachers collect Grade 5 class placement input from their Parents 	Feeder Schools
Apr 21	<ul style="list-style-type: none"> AO along with former students, visit Deep Cove grade 5's at 9:00 am. Twin-pocket folder with student labels & instructions delivered for each grade 5 teacher. 	Wendy
Apr 22	<ul style="list-style-type: none"> Grade 8 Band spends day visiting feeder schools - band will arrive 15 mins. Before for set up 9:45 - 10:15 - Deep Cove 12:40 - 1:10 - Keating 1:40 - 2:10 - Brentwood Bay Band 6 forms distributed 	Amber
Apr 22	<ul style="list-style-type: none"> AO along with former students, visit Keating English grade 5's at 9:00 - 10:00 am AO along with former students, visit Keating FI grade 5's at 10:00 - 11:00 am Twin-pocket folder with student labels & instructions delivered for each grade 5 teacher. 	Wendy
Apr 23	<ul style="list-style-type: none"> AO along with former students, visit Brentwood grade 5's at 9:00 - 10 am Twin-pocket folder with student labels & instructions delivered for each grade 5 teacher. 	Wendy
Apr 29	<ul style="list-style-type: none"> 2 or 3 days prior to Class Placement meeting, send reminder emails to feeder schools, admin, secretary and Grade 5 teachers (include all details) 	
May 5	<ul style="list-style-type: none"> Brentwood grade 5's visit BSMS, 9:45-12:00 small lunch provided; Walk to and from Gr. 5 teachers to bring parent input for class placement. Teachers will do class placement while students visit BSMS 	Wendy, Steve
May 6	<ul style="list-style-type: none"> KELSET grade 5's visit BSMS, 9:45-12:00; small lunch provided; Bus to and from; BSMS secretary books buses Gr. 5 teachers to bring parent input for class placement. Teachers will do class placement while students visit BSMS 	Wendy, Steve
May 6	<ul style="list-style-type: none"> Keating English grade 5's visit BSMS, 9:45-12:00; small lunch provided; Bus to and from; BSMS secretary books buses Gr. 5 teachers to bring parent input for class placement. Teachers will do class placement while students visit BSMS 	Wendy, Steve
May 7	<ul style="list-style-type: none"> FI - Deep Cove grade 5's visit BSMS, 9:45-12:00; small lunch provided; Bus to and from; BSMS secretary books buses Gr. 5 teachers to bring parent input for class placement. Teachers will do class placement while students visit BSMS 	Wendy, Steve
May 7	<ul style="list-style-type: none"> FI - Keating grade 5's visit BSMS, 9:45-12:00; small lunch provided; Bus to and from; BSMS secretary books buses Gr. 5 teachers to bring parent input for class placement. Teachers will do class placement while students visit BSMS 	Wendy, Steve
May 19 & 20	<ul style="list-style-type: none"> Grade 6 → 7 and Grade 7 → 8 Class Placement Input Meetings with Parents 	Wendy, Steve
May 20	<ul style="list-style-type: none"> AO along with former students visit KELSET gr. 5's at 12:45 - 1:30 Twin-pocket folder with student labels & instructions delivered for each grade 5 teacher. 	Wendy
May 21	<ul style="list-style-type: none"> Grade 6 → 7 and Grade 7 → 8 Class Placement in afternoon (BSMS early closure day) 	Wendy, Steve & BSMS Tchrs
May 28	<ul style="list-style-type: none"> Grade 5 Parent Night, 7:00-8:00 pm in MPR 	Wendy, Steve
May, end	<ul style="list-style-type: none"> Forward copies of our May newsletter to feeder schools BSMS secretary to count newsletters into class sets prior to sending to feeder schools 	Lori

All Schools
Brentwood
Deep Cove
Keating
Kelset