



Royal West Academy

189 Easton Avenue, Montreal-West, Quebec, H4X 1L4

Telephone: (514) 489-8454 Fax: (514) 489-3682

August 15th, 2023

Dear Parent or Guardian of a new Secondary II-V student:

Welcome to the 2023-24 school year. My name is Tony Pita and it is an honour and a privilege to be the Principal of Royal West Academy. We look forward to a successful, enriching and enjoyable year for your child at Royal West Academy. I am taking this opportunity to pass on several information items.

At Royal West Academy, Vice-Principals are assigned by student family names. **Ms. Catherine Lumsden** clumsden@emsb.qc.ca is responsible for all students whose family name is between A-L. **Mr. Steve Manstavich** smanstavich@emsb.qc.ca is responsible for students whose family name is between M-Z. Should you have any concerns, feel free to reach out to them by email.

[Royal West Academy School Calendar](#) can be found on our school website- www.royalwestacademy.com. We recommend parents bookmark the calendar which includes important academic information, pedagogical days, and many activities and trip schedules. The calendar is updated regularly. Parents should also consider bookmarking the [Student Bulletin](#) to keep up with school announcements and upcoming extracurricular activities (ECA).

School Uniform & Supplies: Students must purchase shoes that are completely black (including logos and soles), non-marking, closed heel and closed toe. No form of platform shoes, high-heeled shoes, clogs, sandals or boots may be worn. Shoelaces must be all black and remain tied. Please note physical education uniforms may not be worn outside of physical education unless the administration makes an exception due to high heat and humidity. In this case, parents and students will receive an email informing them of the exception. RWA Uniform can be purchased at [Top Marks](#). More information on how to order your child's uniform can be found on the RWA website. **Uniform regulations may be found on-line under the [Code of Conduct](#) section and in the Student Agenda.** The staff depends on your collaboration in ensuring that uniform regulations are followed. Your assistance in checking each morning before the start of the school day is a great help to us.

During the first days of classes, students will receive lists of required classroom materials from their subject teachers. The School Store will be open from 8:00 – 8:30 and 12:25-13:15 during the first week of school. During the school year, the School Store is open on Monday to Thursday from 12:25-13:15. All orders must be paid in cash, Interac, or cheque made out to RWA Home and School Association. A **Used Uniform Sale** will be held on Monday, August 28 in our Home and School store from 12:00 to 16:00.

Student Fee: Parents and Guardians will receive a statement through the Mozaik Parent Portal in the coming weeks. We ask that you pay your child's fee in its entirety. Please make separate payments for each child. If parents or guardians require a payment plan, they should contact Mr. Pita by email tpita@emsb.qc.ca

The **Governing Board**, required by the Quebec Education Act, is an essential part of school life at Royal West. With parent, teacher, administration, student and community representatives, it is responsible for the school's Educational Project, Sexuality Education and Safe School Action Plan, as well as aspects of educational services, community services, and physical and financial resources. The Board has eight parent representatives who are elected for staggered two-year terms. Four parents must be elected for a two-year term this September. Additionally, a parent will be elected for a one-year term.

We urge all parents to attend the Annual General Meeting/Elections at the school at 19:00 on Tuesday, September 26th, in the RWA Performing Arts Center. Your support at this meeting is critical if we are to have a representative Governing Board. Please visit the [Governing Board](#) page on the Royal West web site to learn how this organization provides essential support to our school, then come on **September 26th** to learn more and see how you can help.

Student Lockers: All students are required to use **locks issued by Royal West Academy only**. This does not apply to physical education locker room, but we strongly recommend that all students secure their belongings during physical education classes or athletic team activities. Homeroom teachers will distribute locks to students on August 30th. **Any lost or damaged locks must be replaced at a cost of \$11.60.**

Parent/Guardian Involvement Form: In joining the school community, **parents agree to undertake and assist with their child's educational experience at Royal West Academy.** Please complete and return the electronic [RWAHSA Volunteer Form 2023/24](#) directly to the Home and School indicating where you will contribute on a volunteer basis. **We ask that you complete the form prior to August 31st.**

Absences: The school requires that the parent or guardian contact the school to confirm their child's absence daily using the Mozaik Parent Portal. If a parent is unable to access Mozaik, a student must return to school after an absence and present the homeroom teacher with a signed and dated note from their parent or guardian stating the reason for the absence. Only one parent number may be called by the RWA automated system. Please note that RWA can only accept late notes due to appointments or illness. **All other late arrivals** will be sanctioned by an afternoon detention (15:10 to 15:45).

Students should bring early dismissal notes to the office prior to homeroom. Under no circumstances may a student leave the building early without clearance from the general office. The student must always check out with the office before leaving the school.

Pedestrian Safety: Due to the proximity of the school to the CPR train station and the heavy traffic areas around the school, the staff will be guiding students through the safest route to school during the first week of school. Please respect the traffic regulations and encourage your children to do the same, by reviewing safety information and appropriate pedestrian conduct with your children. **Montreal West requests that you drop off your children at the Easton door** instead of Ainslie, as this area becomes very congested and dangerous for students and residents. We appreciate your cooperation.

First Day: Secondary II-V students should report to the office in uniform on **August 30th, at 8:30**, where they will be welcomed and assigned to a homeroom. Parents will receive an email with their child's homeroom number on August 29th. Please see that your child comes prepared with writing materials. During the first week, individual subject teachers will notify students regarding specific materials required for each of their classes. The first day will be a shortened timetable with **dismissal at 12:25**. The next day, students will follow a regular schedule for Day 1 starting at 8:30 and ending at 15:00. Students should bring a lunch, as full cafeteria services may not be available during the first couple days of school.

Here is the schedule for our first day of school:

8:30 – 9:20	Homeroom
9:25 – 9:45	Day 1, Period 1
9:50 – 10:10	Period 2
10:10 – 10:20	Recess
10:25 – 10:45	Period 3
10:50 – 11:10	Period 4
11:15 – 11:35	Period 5
11:40 – 12:00	Period 6
12:05 – 12:25	Day 2, Period 1

We look forward to working with you and your child to ensure they have a successful and enjoyable experience in 2023-2024.

Sincerely,

Tony Pita
Principal

GIVING US ROOM TO LEARN TOGETHER

The Active Learning Classroom Campaign



Welcome to a new school year!

Dear RWA Community,

The Foundation wishes to offer a warm welcome to our school administration, teachers, parents and students!

We hope that everyone had a wonderful summer. We are excited to get back to work and we would like to share with you that we will be holding our Annual Event in the Fall. More details will follow in September.

In the meantime, we are actively looking for event partners so if you can help, please reach out to us at info@rwaf.ca

THANK YOU from the RWA Foundation team!



**Make your
annual
contribution
today at**
rwaf.ca

Fundraising

We are raising money for Active Learning Classroom furniture to:

- Facilitate individualized learning
- Create opportunities for collaboration and creation
- Strengthen relationships within the classroom between peers and teachers
- Improve student exchanges during group work
- Respond to the needs of different teaching subjects or activities within the same classroom
- Increase student motivation and engagement

How you can help!

We are recruiting event partners, sponsors and raffle prizes for our Fall 2023 Event. Please contact info@rwaf.ca