

Mrs. Bruce – Junior High  
Our Lady of Grace



Dear Parent(s)/Guardian(s),

Welcome to Our Lady of Grace! Your child is about to embark on an exciting voyage toward the achievement of educational goals that are both demanding and fulfilling. I am looking forward to getting to know your child as they journey through their junior high career.

My name is Amanda Bruce and I am a graduate of the University of New Brunswick Bachelor of Education program. Before pursuing my Education degree I attained a degree in Anthropology at St. Thomas University. This will be my tenth year teaching junior high in Alberta.

It will be my pleasure to help your child continue the formal process of education. They will be encouraged to learn and flourish in a safe and exciting educational environment with the support of our staff at Our Lady of Grace School. I hope to provide stimulating educational experiences and do my best to ensure that each student develops academically, socially and emotionally. The classroom will be structured so that all students can achieve their highest potential.

The school day is long and challenging. A happy, well-rested student will succeed at meeting the challenges presented at school each day. Learning is an exciting and wonderful experience. I will make it my primary initiative to ensure that the experience your child has this school year is just as wonderful for them as it will be for me.

I firmly believe that students receive the best education possible when parents and teachers work together. Enclosed with this letter are some classroom policies and tips for helping your child with their schoolwork. Please read and discuss these with your child. They explain many of my expectations this school year. Additional information on the curriculum can be found through our classroom website: [www.brucesbrainiacs.weebly.com](http://www.brucesbrainiacs.weebly.com) and on course outlines.

I will keep in close contact with you all year and encourage you to do the same. I welcome your calls and messages. The school website will have updates on goings on in our school community. Any time you would like to discuss anything with me, please call the school office at (403) 500 – 2124 or email me at [amanda.bruce@cssd.ab.ca](mailto:amanda.bruce@cssd.ab.ca). I will respond to you as quickly as possible.

I look forward to working with you and your child this school year.

Sincerely,

Mrs. Amanda Bruce

## Additional Information

### Absences and Tardiness

Regular daily attendance at school is crucial. We will cover important material each day. Missing a day forces both students and teacher to play catch-up. I realize that situations arise and that children get sick. When this happens, I encourage you to contact the school and send a note with your child when they return, explaining the absence. This helps the office keep up with excused and unexcused absences. *Students are responsible for making up any work they miss in a timely manner.*

It is imperative that students come to class on time and prepared to work. I will not allow students to return to their lockers during class time if they have forgotten supplies or materials. This is an important time for children, as they are gaining the life skills necessary to lead happy and successful lives. By staying organized and taking responsibility, it is my belief that students will achieve a level of independence that will guide their success throughout the remainder of their schooling.

### Homework

Students will have homework on a regular basis, which can be composed of incomplete classwork and/or take-home assignments. Assignments will be posted on D2L and reminders will be sent through the Remind app. I encourage students to use their personal devices as an agenda to keep track of their commitments. Homework can help to reinforce lessons learned in class and prepares student for upcoming lessons and tests. On nights where there is no *specific* assignment, students should read a book of their choice. Your child can also take regular opportunities to organize his/her binders or reorganize supplies.

The following are some *suggestions* that will help your child to be successful with homework:

1. **A place to do homework.** If possible, your child should do homework in the same place each day (somewhere quiet). Limit distractions so your child can focus on the task at hand.
2. **Schedule a time for completing homework.** Set a homework schedule that fits in with family and individual activities. Make sure that you are available to assist your child if necessary.
3. **Encouragement and motivation.** Your child needs to practice independently to apply what has been learned in class. I encourage you to assist your child through motivation and encouragement, and where necessary, discuss procedures with them. *If your child consistently cannot complete homework assignments alone, please contact me.*
4. **Reasonable time expectations.** If your child appears to be spending too much time each night on homework, please contact me. Kids need time to be kids!

### Online Resources/Applications

We will be using technology on a regular basis in the classroom. As such, I have recommended some applications that can be found on GooglePlay and in the iStore. **Remind** is a secure classroom communication tool that allows students and parents to receive updates and important messages on their phone via text. Our Lady of Grace also has an **Instagram** site that you can follow @olg\_cssd. I also recommend that students have a QR reader on their device as well and to take time to add the class website on the home screen of their devices. I will show students how to do this in the first week of school.

## Remind

Notifications are sent for each instructional group, as well as TA. If students participate in any clubs or athletics, there will also be links at the teacher's discretion. To receive notifications, simply text the class code to (807) 788-2048.

TA: @bruceolg

7A: @7aolg

8A: @8aolg

9A: @9aolg

7B: @7bolg

8B: @8bolg

9B: @9bolg

7C: @7colg

8C: @8colg

9C: @9colg

## Classroom Environment

Every student in my class has the right to:

1. A safe environment.
2. Voice their opinions and share their experience.
3. Use school books, materials and equipment.
4. Fair treatment.
5. A good education.

Along with rights come responsibilities. Students must take responsibility for themselves and their actions at Our Lady of Grace.

Having a positive and respectful learning environment is very important to a child's education. This is achieved through encouragement, structure and by treating others the way you would expect to be treated. I will work to foster this type of environment through praise, positive notes, and many other encouraging incentives. Student's attitude and effort in class will also be reflected in their term reports. Overall, I look forward to fostering a loving Christian atmosphere at Our Lady of Grace.

Thank you for taking time to review the above information. If you have any questions or comments regarding this package, do not hesitate to ask. I look forward to meeting you at the Welcome BBQ on **Thursday, September 14** and subsequently during Parent Teacher Conferences on **September 21-22, 2017**.

Mrs. Amanda Bruce  
*Junior High Teacher*  
*Our Lady of Grace School*

