



ST. JAMES CATHOLIC SCHOOL
230 Humbercrest Blvd., Toronto, Ontario M6S 4L3 (416) 393-5275

Dear Parents:

Re: Safety at St. James CS

We at St. James wish to create a warm and welcoming environment to parents and visitors to the school. With this in mind we also have your child's safety as the **number one priority** at St. James School. When coming to the school and ringing the bell, please be patient. The secretary must first identify the person at the front door and then let the person in. If she is not at the desk, please be patient until she returns.

Upon entering the school all parents and visitors must directly report to the office and identify themselves. School starts at 9:00 am sharp. Please be on time. There is supervision between 8:45 and 9:00 am for all students in their respective school yards. Please do not drop off your child at the school office before 9:00 am as there is no supervision for your child.

If parents are dropping off lunches, please place the lunch marked clearly with your child's name on the lunch table located by the office and your child will pick it up at 11:45 AM when the lunch bell rings. Do not walk past the designated lunch table and do not loiter in the hallway waiting for your child to pick up their lunch at 11:45 am.

School dismissal is at 3:30 PM. We ask that parents do not enter the school before or at this time. Wait for your child to be dismissed from the front doors. The main office exit becomes congested and this makes it difficult to keep track of who is going through the front doors.

Also parents, please do not walk through the school and knock on your child's classroom room. All first contact must be initiated through the front office.

We do not want our students to get used to seeing strangers walking or waiting in the hallway. All visitors to the school must sign in and wear a St. James visitor's pass. If a visitor is not wearing the pass then the students are supposed to report this to a staff member or adult immediately.

Help us keep St. James School a happy, healthy safe and secure place to grow and learn.

Thank you.

K. Schneider

Practice Lockdown Information

St. James School has had one internal lockdown practice and two external lockdown/evacuation practices to date.

Our next external lockdown/evacuation practice will take place during lunch recess on Mon. Nov. 28, 2016.

On Monday Dec. 5, 2016, we will have a practice **Hold and Secure** from 1:00-2:00 PM. A **Hold and Secure** response is initiated when the threat is proximate to, but not inside the building. It poses no immediate danger to students or staff unless they leave the building.

Examples could include:

- Police activity on the school grounds
- a crime in progress
- police searching for an offender in the neighbourhood

Unless otherwise advised, most school activities can continue during a Hold and Secure response. There should not, however, be any movement outside school buildings and portables.

During these practices we ask that visitors and parents not enter the school.

In the event of a **real emergency lockdown**, the parent holding place to gather direct information from the Toronto Police will be at the Loblaws store next to the school **in the north west parking on Dundas St.** It will not be in the Loblaws parking lot on Humbercrest Blvd. as this is too close to the school.