



# Portland Estates Elementary

45 Portland Hills Drive, Dartmouth, Nova Scotia, B2W 6L5

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Email – [pes@hrce.ca](mailto:pes@hrce.ca)

Louise Henman-Poirier, Principal

Jackie Broussard, Vice-Principal

## September 2025

### Hello Parents & Guardians!

Summer once again has flown by quickly. Welcome back to Portland Estates Elementary School! I am excited to see everyone again and looking forward to getting to know new students and families who are joining us this year. For those of you whom I have not yet met, my name is Louise Henman-Poirier, and I am the principal of PEES. I am honoured to be the principal for the past nine years and am proud to be part of your school community.



We had a wonderful, hardworking, team of custodians lead by Mr. Downey who worked diligently through the summer cleaning all aspects of the school and preparing classrooms. Mrs. Myers, and Mrs. Broussard put in many hours getting all the paperwork ready for the school opening and our teaching staff, early childhood educators, and educational program assistants have done a wonderful job creating warm, welcoming spaces in their classrooms and the school.

Ongoing and open communication between home and school is very important for student success. Together, we can provide the children with the best education possible. Teachers will share their preferred form of communication with families. School newsletters will be sent out at the beginning of each month via email. I encourage you to stay informed and connected with us in any way that works for you. We look forward to seeing you at PTO meetings, curriculum night, the ice cream social and classroom activities.

Over the summer, the HRCE registered many new students, and we continue to receive more. PEES has 15 classrooms with Grades Primary to Five students and two preprimary classes for the 2025-2026 school year. Our student population is 374 students. We have a large staff with over 50 adults working in this building throughout the day. Drop off and pick up times can be extremely busy. **We encourage families not to drive into the bus loop – the Special needs bus has priority here. Passing the Special needs bus in the driveway is prohibited.** Parents are asked to park on the street, in the HRM parking lot next door or at the far end of the soccer field and walk your child to school using the sidewalks and pathways. As well, a reminder that dogs are prohibited from being on school property.

Our school hours are 9:00 am until 3:00 pm. We have a soft entry from **8:40-8:50 am**. Announcements and O'Canada take place at **8:55 am** and instructional time starts promptly at 9:00 am. Children should not be left on the school grounds unsupervised, so please do not arrive before 8:40 am. If your child arrives after 9:00 am, they should check in at the office. School is dismissed at 3:00pm, if you will be late picking your child up, please advise the office or the classroom teacher so that we can ensure they are supervised until your arrival. Our cafeteria will be up and running on **Monday, September 15** so families can order lunches online and the new provincial Lunch program.

School Cash online continues to be the preferred method of payment for school related fees. All families must create an account as well as choose to receive notifications. School cash online will be the primary form of communication with respect the fees that are required. We also have a Safe Arrival program to ensure all students are safe. Please visit our website to sign up for these great time saving programs!

Louise Henman-Poirier, Principal

### Important dates to remember in September:

- **Thurs., Sept. 4:** First day of school for students!
- **Monday, Sept 8:** Grandparents Day
- **Tuesday, Sept 9:** Demogs updates sent to parents/guardians
- **Thurs., Sept. 11:** [Stand Up Against Bullying Day](#) - Wear Pink!
- **Sept 11:** Parent/Teacher Organization meeting 7pm- library
- **Fourth week of September:** [Gender Equality Week](#)
- **Thursday, September 18-** Curriculum Night – 6:30-7 pm/7pm-7:30pm
- **Wednesday, Sept 24** – School Picture Day
- **Thursday, September 25:** PTO Ice cream Social – Bring your own bowl & spoon
- **Friday, Sept. 26:** [Observe orange shirt day](#) /Terry Fox Walk (pm)
- **Monday, Sept. 29:** Professional Development Day – No classes PP-12
- **Tuesday., Sept. 30:** National Day for Truth and Reconciliation (no classes PP-12)

### To Do List:

- [Send in Field Trip permission form for walking on trails](#)
- [Purchase Agenda \(Grades 3-5\)](#)
- [Complete Demographics update \(September 9\)](#)
- [Sign up for Parent Portal](#)
- [Sign up/Register for School Cash Online & Safe Arrival](#)
- [Order lunches on NSLunch](#)

### Attendance

Our School Community is extremely fortunate to have a very caring and committed staff who work together to provide quality programs and activities to meet the educational needs of all students. To reap the benefits of a rich educational environment students, need to attend. During the post pandemic period the rate of problematic student attendance has increased across the province. Persistent absenteeism is defined as: “ any student/pupil who has missed 10% or more of school days for any reason, including unexcused or excused absences, over an academic year.” To put this in perspective there are 17 school days in September. A child who is absent twice would have missed more than 10% of the month. Absenteeism negatively impacts academics as well as opportunities for school engagement which bolster socio emotional well-being and connection to the school community.

### School Security

If you need to pick up your child early, please call the school when you arrive, and we will call your child down to be picked up. Children (P-5) entering and leaving the school during the school day must do so via the office. We thank you for your cooperation as we are continuing to work toward keeping all children safe at PEES. Whenever possible, please notify teachers ahead of time of appointments as classes continue to spend a lot of time outdoors. Thank you for your cooperation in trying to schedule appointments outside of instructional time to limit the disruption of learning of our students. Students will be dismissed through their own entrance and exit doors. Older siblings who are meeting younger siblings will exit through their door and then walk around the building to meet younger siblings at their own doors. Pre-primary students enter and exit through the pre-primary area.

**Life Threatening Allergies – We are a nut sensitive school** so please remember that any NUT products are not to be brought to Portland Estates Elementary School as a number of our students have life threatening allergies. Please help us to provide a safe school environment for all our students.



**Scent Smart** – A reminder that Portland Estates Elementary is a scent smart school. Staff, students and parents are asked not to use scented products including shampoo, hairsprays, perfume, gels, etc. when they are coming to Portland Estates Elementary. We have staff and students who are sensitive to scented products. **Also please refrain from bringing any pets into the school building/school grounds as many of our students have allergies/fears.**

**Medication at School** - It is the policy of the HRCE for an “Administration of Medication” form to be completed for students requiring medication at school. The HRCE’s interpretation of medication includes Tylenol, allergy medication, and any prescribed medications. The storing of medication in lunch kits or book bags is not permitted. This is due to safety concerns for other children encountering the prescribed medication. Should you require a medication form, please inform your child’s teacher or the school

office. **All students who have life-threatening allergies must carry an Epipen/Allerject on their person.**

### **Custody and Access Policy**

The HRCE supports the documented decisions of courts in matters relating to custody and access. The HRCE is committed to ensuring the legal custody and access rights of parents. Unless otherwise directed by a court of law, both parents have full access to students and their records. **Parents/guardians have a responsibility to share all court decisions related to custody and access.** This should be provided with your registration. **Generally, there will be one parent-teacher interview per child scheduled during the reporting period to which parents/guardians are invited. Requests for parent-teacher interviews by a non-custodial parent will be accommodated by contacting the principal at 433-7100 at least one day before the Parent-Teacher interviews begin.**

**Parent-Teacher Organization - PTO:** Portland Estates is fortunate to have a very active PTO who engages in many fundraising efforts as well as special events to support our children in a variety of ways. We are looking for new members, so please join us. Meetings are the second Thursday of each month at 7 pm in the library. Our first meeting will be Thursday, September 11 at 7 pm.

**Combined Classes:** Elementary Schools commonly include combined grade classes consisting of two groups of students from two grade levels. Each group of students is working towards the achievement of its own set of grade level outcomes. Even though there is a greater age range in a combined class, there is much diversity and a variety of ability levels in any classroom. It is important that all classes be considered a unified community of learners, where the individual needs and qualities of each student are honoured and nurtured.

**Volunteers**—All volunteers require **a Criminal records check which must include a Vulnerable sector check** and a **Child Abuse Registry check**. Please check with Mrs. Myers to ensure your checks are up to date.

**Health Forms:** All students with diagnosed medical conditions are required to provide the school with up-to-date health forms/health plans.

**Water Bottles/Utensils:** It is important for students to bring a water bottle to school as we have water filling stations not water fountains are our school. Please remember to send your child with any utensils they may need to eat their lunch.

**Lunch monitors needed:** We require lunch monitors for our lunch hours. Please contact the office at 902-433-7100 or email Mrs. Broussard [jbroussard@hrce.ca](mailto:jbroussard@hrce.ca)

## **Stand Up Against Bullying Day is September 11**

### **Stand Up Against Bulling Day is September 11**

On the second Thursday of September, we recognize Stand Up Against Bullying Day.

On Thursday, September 11, we will celebrate inclusivity, kindness and friendship. All HRCE school teams are focused on ensuring all students have a safe and welcoming environment in which to learn and thrive.

Please join us and wear pink if you're able on September 11 to take a stand against bullying.

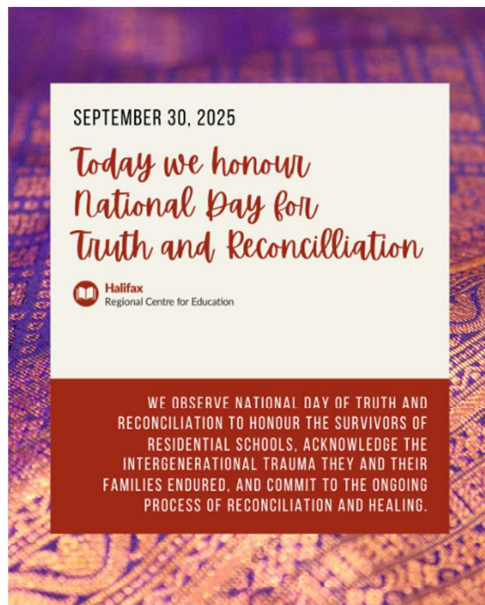


#### Join us in observing National Day for Truth and Reconciliation

Each year on September 30, National Day for Truth and Reconciliation honours the children who didn't return from residential schools, as well as survivors, their families, and communities.

Orange Shirt Day, led by Indigenous communities, aims to raise awareness about the inter-generational impacts of residential schools and allows us all to show our support for the Every Child Matters movement.

As there are no classes on Monday, September 29 and Tuesday, September 30, we welcome staff and students to **wear orange on Friday, September 26.**

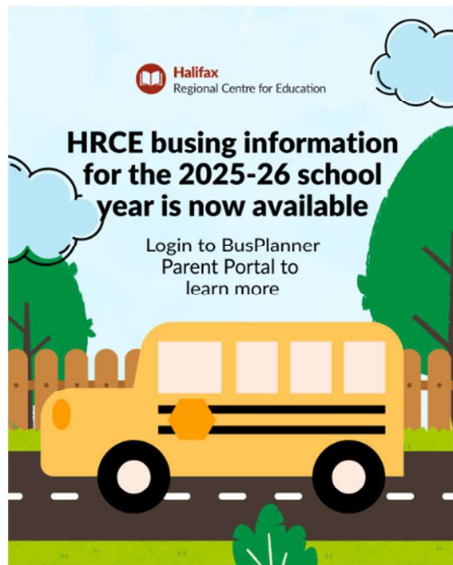


### Using BusPlanner

Everything you need to know about student transportation including eligibility, stop times and stop locations can be found on BusPlanner. Once you register and subscribe, you can choose to receive email and/or text message notifications on changes to routes, bus delays or cancellations.

To sign up, go to BusPlanner at [hrce.mybusplanner.ca](https://hrce.mybusplanner.ca) and click on Parent Portal. Follow the instructions to create an account.

Don't have a BusPlanner Parent Portal account? Need help logging in? Please contact the HRCE Student Transportation Team at [transportation@hrce.ca](mailto:transportation@hrce.ca) or call 902-431-4723.



### Demographic Form Updates

On September 9, the Demographic Updates Form will be available to families in the PowerSchool Parent Portal. This form should be updated by every family to ensure all information about your child is current, including contacts, medical information, consents and demographics. Even if there are no anticipated changes, please still review this information and submit the form. This information will then be reviewed by the school before updates are finalized. This deadline to submit the form is October 6, 2025.

### SchoolCash Setup

SchoolCash Online is an easy-to-use and safe way to pay for your children's school fees. You can pay for your child's yearbook, class trips and so much more, quickly and conveniently. Simply register an account to be able to pay in several different payment forms. [Click here](#) for more information.

## SafeArrival by SchoolMessenger

### ***A Way for Families to Report Student Absences***

One of our greatest priorities is ensuring all students arrive to school safely each day.

Parents/guardians of students who attend our school have the option to report their child's absence in advance using a toll-free number, the PowerSchool Parent Portal or an app!

SchoolMessenger SafeArrival – an absence management system that improves student safety and makes it easy for families to inform their child's school if they will be away – powers all three of these options.

If your child will be absent, please let us know by using one of the following methods:

#### **Toll-Free Number**

Call 1-833-582-6940 to report an absence using an automated system.

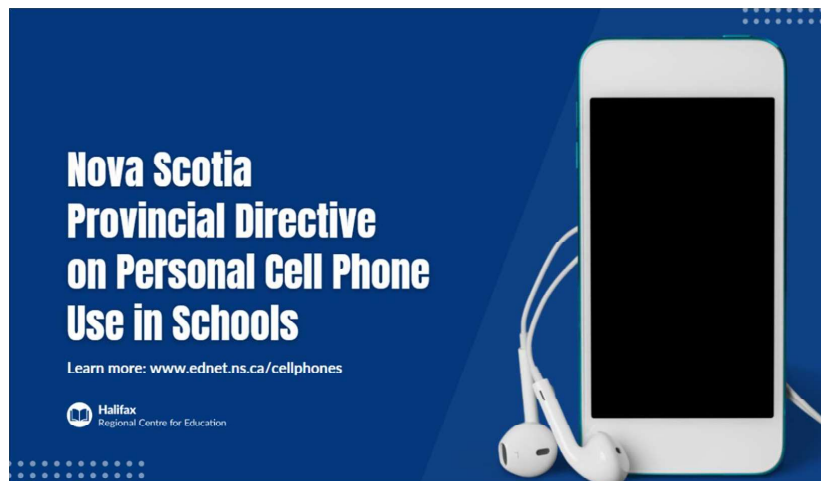
#### **PowerSchool Parent Portal**

Log into <https://sishrsb.ednet.ns.ca/public/> and access the SchoolMessenger website to report an absence.

#### **SchoolMessenger App**

Download the SchoolMessenger app for Android and iOS devices and sign up using your PowerSchool username (full email address).

For more information about reporting your child's absence and a list of frequently asked questions, visit: <https://www.hrce.ca/safearrival>



**Cell Phone Directive** – The DEECD introduced a new cell phone directive for schools in June 2024. Students who bring a cellular device to school must have it turned off and in their backpack while on school property.

**Code of Conduct** – The DEECD introduced a new Code of Conduct this school year. Excerpts from the Code of Conduct can be found in the Student agenda as well as on the HRCE and DEECD websites.

#### **SchoolCash Setup**

SchoolCash Online is an easy to use and safe way to pay for your children's school fees. Now, with a few clicks, you can pay for your child's yearbook, class trips and so much more, quickly and conveniently. Simply [click here](#) to register an account to be able to pay in several different payment forms.

## **Portland Estates Elementary School Staff List 2025-2026**

Primary – Ms. MacDonald, Mrs. Page-White

Primary/One – Ms. Wadden

Grade One – Ms. Farrell, Ms. Casavechia

Grade Two – Mrs. Mesheau, Mrs. Dagnall /Ms. Urquhart

Grade Two/Three- Ms. Johnson

Grade Three – Ms. Riley, Ms. Smith

Grade Four – Mrs. Jennings, Mrs. Clarke

Grade Four/Five – Ms. Banks/Ms. Moser

Grade Five – Mrs. Mason-MacDonald, Ms. Davidson

Core French – Mrs. Parsons

Physical Education – Ms. MacDonald

Music – Ms. Corrigan

School Counsellors – Ms. Healy (T, W, Th, F)/Mr. Jennings (M)

Resource- Mrs. Connors, Mrs. Banks

Learning Centre – Mrs. Chase, Mrs. Cooper

School Psychologist – Ms. Gabriel

Speech Language Pathologist – Ms. Devine

EAL- Ms. Burn

Elementary Literacy Specialist – Ms. Dafoe

Integrated Language Arts & Math Teacher P-3 – Ms. Moser(30%)

Integrated Language Arts & Math Teacher P-3 Coverage Teacher – Mrs. Broussard

Librarian – Mrs. Pedersen

Strings – Ms. Chandler

Admin Assistant – Mrs. Myers

Vice Principal –Mrs. Jackie Broussard

**Educational Program Assistants:** Wendy Hartlin, Nancy Lafitte, Maria Bautista, Lori Fillmore-Snow, Rhonda Dann, Raheleh Farzaneh, Therese Romkey,

**ECE (PrePrimary) –** Rae Whitlock (Lead). Elsie Lodge (Lead), Glenna Beauregard, Sarah George, Raymund Bihis, Jenny Ganes, Gail Taylor (lead sub), Heather Cox-Harvie (Lead sub)

## **Milk Order**

Milk can be ordered for students at a cost of \$.40 per carton. If you would like to order milk for lunch for September 2025, please complete the following and send in cash or cheque for the amount of \$5.20. **Milk from Sept 10 to 26.**

Student: \_\_\_\_\_ Class: \_\_\_\_\_

Amount enclosed: \_\_\_\_\_ Cash or cheque only

