



August 31, 2026

To the École Windsor Secondary Community,

Welcome! On behalf of the Administrative Team here at Windsor, I am thrilled to welcome staff and students back to Windsor. With the 2026-27 school year poised to begin next week on Tuesday September 8th, the Windsor Administration, Office Staff, and Counselling Team are already hard at work preparing for school opening. If you are new to Windsor, we know that you will appreciate being a part of our vibrant school community. Windsor enrollment is now at just under a thousand students, with additional students from across North Vancouver joining us here for our Soccer, Hockey, and Dance Academies.

We have learned over the last couple of years that now, more than ever, attendance in classes is imperative for learning. Due to the advancement of technologies, access to information and AI, assignments and assessments are increasingly occurring in class under the supervision of teachers. It has become more difficult, and in many cases, not possible, to 'make up' such assignments and assessments from home. Tutorial from 8:28-9:10 a.m. daily is a time when students can review material with their teachers, complete missed assessments, and meet with peers for group work. Please encourage your child to use this opportunity wisely throughout the year and certainly in the immediate days after an absence.

Staying Connected

Communication between home and school remains very important though the role of parents and guardians naturally changes as students develop greater independence and responsibility for their learning. We encourage families to remain connected to the school and engaged in their child's progress throughout high school.

Please consider bookmarking the Windsor Homepage. All pertinent start-up and school information will be posted there. To stay up to date throughout the school year, visit the school website and read the newsletters posted there, which are also emailed home. Find the [Windsor calendar on our school website](#), and consider subscribing to it. This will provide up-to-date information about the daily rotation of classes, school events and holidays.

If you have any questions or concerns about how your child is doing, what may be going on in the classrooms, or any questions about your child's progress, please direct them to classroom teachers. Email is usually the quickest mode of communication. Contact information can be found on [our school website here](#).



New Staff

Our returning families will notice that we have had a few teaching and support staff changes due to retirements. We welcome the following new staff to Windsor:

Neena Bauck – Mathematics
[Andrea Superstein](#) – Choir Director
Sam Romaniuk – PHE, Yearbook
Mihye Jeong – EA
Jen Eyton – Administrative Assistant

Daily Schedule

Windsor's timetable is linear. Students will take four classes each day, alternating on each day, for a total of eight classes for the duration of the school year. Classes are seventy minutes in length. There will be three classes in the morning, an hour-long lunch break, and then one class in the afternoon. Link to the schedule can be found on our website [here](#).

School begins daily at 8:28am with Tutorial. Classroom teachers will provide students with their tutorial schedule during the first week of class. Morning tutorial time is the primary way for students to seek additional support and enrichment from their teachers. Teachers may also require students to attend tutorial at their discretion to support student success. We appreciate your support in setting the tone that tutorial is instructional time. On occasion, the Counselling Department and Administration may require students to be present at assemblies or homeroom during tutorial time.

Windsor Mission Statement & School Plan

Windsor aspires to be a vibrant learning environment where individuals respect and encourage each other to develop the competencies to thrive in a rapidly changing world. We strive to foster engaged, critical thinkers, and compassionate, educated citizens. Last year, Windsor students indicated that they wish to develop skills to be autonomous learners able to take ownership of learning to be accountable, persistent, and reflective. As a school, we focused on cultivating literacy skills across all subjects.

Fall Athletics

Windsor has a strong tradition of athletics. We encourage new and returning students to get involved. To support those interested in participating this year, all student athletes intending to take part in a fall sport, along with one parent/guardian for each student, are asked to attend the Fall Athletics Night at 7pm on Monday, September 14, 2026. The meeting will take place in the Multi-Purpose Room. Those unable to attend are to contact the Athletic Director, Mr. Fong, at mfong@sd44.ca.



Student Course Assignments

The Windsor schedule was created based on the student course requests made last spring. There will be minimal ability to change. Counsellors can support with student timetables that are INCOMPLETE or INCORRECT. Forms need to be picked up at student services AND signed by parents before counsellors can attempt to reschedule. Students must continue attending classes they have been assigned. Counsellors will contact students once changes are made or if more information is needed. The deadline for course changes is September 18th.

Cafeteria Service

Our cafeteria will be open for service at lunchtime. There will be no service in the morning nor during classes. Our cafeteria service will begin this school year during the third week of September. Students may also access hot water from a dispenser outside the main office. There will be bagels available for breakfast at the bagel station outside the office in the mornings.

Student Password Change Reset Required

Secondary student passwords expire at the start of each school year and need to be reset annually to provide an extra layer of security and help protect students from potential unauthorized access to their accounts. Students will need to reset their password when they first log in to email, Microsoft Teams, OneDrive, NVSD Portal or a school device.

Students are advised to reset their password via <https://www.sd44.ca/updatepassword> before the start of the school year. For additional information, please visit [Student District Login FAQ](#). IT staff will be at the school during the first week of September during lunchtimes to provide support if requested and school staff can reset students' password if a student can no longer remember their old password.

The new password must have a minimum of 10 characters, requires 3 of the following:

- Lowercase characters
- Uppercase characters
- Numbers (0-9)
- Symbols (for example, !, \$, #, %)

Students are asked to please also set security questions and a recovery email and/or phone number via <https://aka.ms/ssprsetup>.



Personal Digital Devices: from the Ministry of Education

A Personal Digital Device (PDD) is any personal electronic device that can be used to communicate or access the Internet, such as a cell phone or a tablet. For the safety and well-being of students and to create a focused and productive learning environment, the Ministry of Education requires all schools in the province to restrict student use of mobile phones and other personal digital devices while at school.

The North Vancouver School District (NVSD) continues to focus on “**devices off, learning on.**” In preparation for the 2026/27 school year, I would like to share with families the NVSD Code of Conduct and Windsor Code of Conduct related to PDDs:

All students in the school community are expected to leave personal digital devices at home, in their bag/backpack, and/or in their locker during instructional time. Allowances may be made by the staff for instructional purposes, digital literacy, appropriate use based on age and developmental stage, accommodations within a student's Individualized Education Plan, accessibility, medical and health needs, and/or equitable support for learning outcomes.

Windsor staff are committed to **creating focused classrooms** for learning during instructional time. We appreciate your understanding and cooperation as we strive to create the best possible distraction-free educational environment for all students. We look to parents, families, and community members to also model, support, and educate students on what it means to be a responsible digital citizen. Please find listed below some resources that may be helpful for continued conversations about the safe and responsible use of technology:

- [Digital media: Promoting healthy screen use in school-aged children and adolescents | Canadian Paediatric Society \(cps.ca\)](#)
- [Online safety - Province of British Columbia \(gov.bc.ca\)](#)
- [Welcome to MediaSmarts | MediaSmarts](#)
- Haidt, Jonathan (2024) [The Anxious Generation](#): How the Great Rewiring of Childhood is Causing an Epidemic of Mental Illness

We appreciate your ongoing support as we navigate digital awareness and the impact on student mental health, on online safety, and on engagement in learning. If you need to contact your child during the day, please call the Windsor office at 604-903-3700.



2026/27 Grade Administrator and Counsellor Assignments

Grade	Administrator	Counsellor
8	Greg Hockley	Chris Barnes
9	Michael Pruner	Megan Brady
10	Greg Hockley	Megan Brady
11	Michael Pruner	Sue Maquignaz
12	Caren Hall	Mancy So
International	Greg Hockley	Mancy So

We are looking forward to **welcoming your child to Windsor** and to working **in partnership with your family throughout the year**. The journey through secondary school is a significant milestone, and our goal is for **every Windsor Wolf to feel that they belong at Windsor**.

Please encourage your child to **reach out to their teachers, counsellor, or another trusted adult whenever they have questions or need support**. Our doors are always open.

Sincerely,

Caren Hall, Greg Hockley, and Michael Pruner

Windsor Secondary School Administrative Team