

New Torbay Area 5-7 School

To: Parents/Guardians and School Communities of Cape St. Francis Elementary and Holy Trinity Elementary
From: Mr. Don Emberley, Principal, New Torbay Area School
School Council Members of New School
Date: March 3rd, 2017
Re: New School Naming Process

As we draw closer to the opening of our new school building, we want to engage our greater school community to select a name for our new school! This is an exciting time for our area and we look forward to working with you to name our school! Please note the school naming process below, and we invite you to become involved! If you have any questions please do not hesitate to contact Mr. Don Emberley, Principal.

Suggesting Potential Names

- Any student, parent/guardian, or community member is invited to submit a potential name for our new school.
- There are two ways to submit your name suggestion:
 - o Visit our online submission page at <https://goo.gl/owgnNW> and enter your suggestion online. You can also access this survey by following the 'New School Name Suggestion Survey' link on the Cape St. Francis or Holy Trinity Elementary websites.
 - o By completing the bottom portion of this form and returning to your child's homeroom teacher, or dropping off at the school's main office.
- When submitting a name we suggest that you consider such factors as the grade configuration of our school and its regional nature given that it serves four municipalities. School Council will also consider the factors that the District's Board of Trustees will use in reviewing recommendations from the School Council, these being:
 - o The historical or current name of the community or local area in which the school is located.
 - o The historical or geographical features of the community or local area where the school is located.
 - o The names of persons who have made outstanding contributions to Newfoundland and Labrador and/or Canada, or who otherwise have significant meaning to members of the school community.
- *We will be receiving potential name suggestions from Friday, March 3rd through to 12 noon, Friday, March 17th. Please note that no submissions will be accepted after this time.*

Shortlist Survey

Our School Council will review all name submissions and determine a shortlist of potential names. This shortlist will be shared with all parents/guardians of current K-6 students of both HTE and CSFE and with the greater community, who will have the opportunity to indicate their preference in a survey. A memo including the potential names shortlist and instructions regarding how to respond to the survey will be distributed to all parents/guardians, and will be posted to the websites of Cape St. Francis Elementary and Holy Trinity Elementary.

Final Name Selection

School Council will compile the survey results that will be used when determining the final recommendation to the School Board. Please note that a simple majority of those surveyed does not determine the recommendation, as our School Council may wish to reflect upon the survey results received from the variety of groups surveyed. The final recommendation may be made based upon a number of factors as outlined in the School District's Policy for Naming and Renaming Schools, and as the Council believes is in the best interest of the school. (District policies can be found at www.nlesd.ca.)

We look forward to receiving your ideas as we work together to name our new school!

New Torbay Area Grade 5-7 School Name Suggestion Form

(You may complete the online survey at <https://goo.gl/owgnNW> or you may complete and return this form to the school.)

Name Suggestion: _____

I feel this is the best name for our new school because:

Name (Please Print Clearly): _____