



April 5, 2018

Important Changes for Students at West Springs School

Dear Parents/Guardians,

After reviewing and considering the input and feedback gathered through [a thorough community engagement process](#) this school year, the Calgary Board of Education has decided to make the following changes to the student population at West Springs School:

- K-4 students living in the community of Cougar Ridge will be designated to West Springs School

This means that starting in September 2018, the student population will include:

- Regular Program K-4 West Springs and Cougar Ridge communities

This decision was made to address the fact that enrolment at West Springs School has started to decline and projections indicate a continued decline, which provides the opportunity for some K-4 Cougar Ridge students to attend school closer to home. More information about what we heard from the community and how this plan responds to that feedback is available in the attached [chart](#).

We believe this plan provides the best use of learning space for our students, schools and communities as a whole. The plan aligns with the three key elements considered in the decision-making process: the CBE values, planning principles and the input and feedback gathered from affected school communities.

Thank you to everyone who participated at in-person sessions and through online surveys throughout the engagement process. Your thoughtful contributions have made a meaningful difference in decision-making.

Will West Springs School be over-capacity?

West Springs School has instructional space for 600 students. Total school enrolment will be capped to a maximum range of 550-575 students. Enrolment for incoming students new to West Springs School will be capped at approximately 100 to 110 students per grade. Note that the Grade 4 cohort for the 2018-19 school year will exceed this range. This is projected to be a temporary, one-year situation with numbers per grade in future years settling in at or below the cap.

How will the enrolment cap work?

Students residing in the community of West Springs will attend West Springs School.

Students residing in the community of Cougar Ridge will be designated to West Springs School. If there are more students than space available, students from Cougar Ridge will be subject to a lottery.

Important Notice: Please have someone translate this for you.

Avis Important: Veuillez s'il vous plaît demander à quelqu'un de traduire ce document pour vous.

重要通知：请找人为您翻译这篇文件。

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Thông báo quan trọng. xin quý vị vui lòng hãy tìm người phiên dịch văn kiện này.

ਜਰੂਰੀ ਸੂਚਨਾ। ਕਿਰਪਾ ਕਰਕੇ

ਇਸਨੂੰ ਆਪਣੇ ਲਈ ਕਿਸੇ ਤੋਂ

ਅਨੁਵਾਦ ਕਰਵਾ ਲਵੋ

ایم نوٹس براہ مہربانی: اگر کوئی آپ کے لئے اس کا ترجمہ کرے

ਜਰੂਰੀ ਸੂਚਨਾ। ਕਿਰਪਾ ਕਰਕੇ ਇਸੇ ਅਪنے ਲਿਏ ਕਿਸੀ ਸੇ ਅਨੁਵਾਦ ਕਰਵਾ ਲੋਂ।

Aviso Importante: Por Favor entregar a alguien para traducirla para usted.

중요한 공지: 다른 사람이 이것을 당신을 위해 번역하게 해 주십시오.

Важное замечание: Пожалуйста, попросите кого-то чтобы Вам это перевел.

ملاحظة هامة: الرجاء ترجمة هذه المعلومات.

What is the registration and lottery process?

For the 2018-19 school year, the following students are designated to West Springs School and are not subject to lottery:

- K-4 students from the West Springs community
- K-3 students living in Cougar Ridge and currently attending the regular program at Rosscarrock and Wildwood schools (these students will be in Grades 1-4 in 2018-19)

If more students register than there is space available, a lottery will be held for students residing in Cougar Ridge and entering kindergarten or who are currently enrolled at a CBE school and entering Grades 1 to 4, as follows:

- **Priority 1** - Students residing within the walk zone who have a sibling who will be attending the same program in the same school, concurrently
- **Priority 2** - Students living outside the walk zone who will have a sibling in the same program in the same school, concurrently **OR** Students living within the walk zone who do not have a sibling in the school
- **Priority 3** - All other CBE students living in the designated attendance area

If there is still space available, a lottery will be held for non-CBE students entering Grades 1 to 4 and residing in Cougar Ridge, as follows:

- **Priority 1** - Students residing within the walk zone who have a sibling attending West Springs School
- **Priority 2** - Students living outside the walk zone who have a sibling attending West Springs School **OR** Students living within the walk zone who do not have a sibling in the school
- **Priority 3** - All other students living in the designated attendance area

For the 2019-20 school year and beyond, if there are more kindergarten registrations than West Springs School can accommodate, all kindergarten registrations from Cougar Ridge will be subject to a lottery process for kindergarten.

We live in Cougar Ridge and have registered our child for kindergarten at Rosscarrock School. Do we need to register at West Springs School?

All Cougar Ridge kindergarten registrations received at Rosscarrock School will be sent to West Springs School. These registrations will be held at West Springs School until it is determined if a kindergarten lottery is required and then included in the lottery process, if needed.

If I register earlier than others, does my child have a better chance of getting in?

No, priority within the lottery process is not based on time of registration. All registrations and transfers submitted by the deadline are processed based on the priorities described above.



What is the registration and lottery timeline for 2018-19?

- April 23 | Last day for Cougar Ridge students not attending the regular program at Rosscarrock School or Wildwood School to submit a registration or transfer request to West Springs School
- April 24 | West Springs School holds lottery, if needed
- Lottery First Round
 - April 25 - May 8 | School will communicate initial acceptance within 10 business days after the lottery draw
 - Latest May 23 | Parents' confirmation of acceptance within 10 business days of notification of initial acceptance
- Subsequent Lottery Rounds, as needed | Same parameters as first round, until all spaces filled

What is the overflow school?

Wildwood School is the designated overflow school for Cougar Ridge students not accepted into West Springs School should a lottery occur.

How will students get to school?

School walk zones and attendance areas can be found using the CBE's [Find a School](#) tool. Students are eligible for yellow school bus transportation to their designated school if they live beyond the walk zone. Bus routes and stops will be based on registrations and the service model in place at the time of registration for bus eligible students attending the school. These will be posted on the CBE website [under Busing & Transportation](#).

What support will families and students receive during the transition?

Each school may provide support in different ways. Your school will communicate more information in the coming months.

When a student with complex learning needs moves from one school to another, the supports required to fulfill the IPP requirements move with them. Teachers and staff at the former and new school will collaborate to ensure the student's needs are met.

What if I have more questions?

We have posted a [question and answer document](#) and other information on our website. If you have a question that is not answered here or on our website, contact the school's principal, Carrie Dayman, at 403-777-6244 or WestSprings@cbe.ab.ca.

We look forward to working with staff, students and parents to help make a smooth transition.

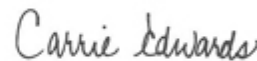
Sincerely,



Calvin Davies
Director, Area 7



Sydney Smith
Director, Area 6



Carrie Edwards
Director, Planning and Transportation



Proposed Plan: Regular Program K-4 West Springs and Cougar Ridge

K-4 Cougar Ridge students added to current school population

Current: <ul style="list-style-type: none"> ■ Regular program K-4 ■ Enrolment: 487 ■ Available instructional space: 600 	Key factors and what we heard	Response related to key factors and what we heard
Issue: <ul style="list-style-type: none"> ■ Cougar Ridge community has expressed an interest in K-4 students attending school closer to home 	Allow students to attend school close to home	<ul style="list-style-type: none"> ■ K-4 Cougar Ridge students move to West Springs School.
	Concern the school will become overcrowded	<ul style="list-style-type: none"> ■ There will be an enrolment cap of approximately 100 to 110 students per grade. ■ Grade configuration will remain the same. ■ Space is available for a library/learning commons and music room. Some space remains to be used as flexible space at the principal's discretion.
	Minimize disruption for students	<ul style="list-style-type: none"> ■ Current students will remain at the school.
	Concern about registration priorities and lottery process	<ul style="list-style-type: none"> ■ K-3 Cougar Ridge students currently attending Wildwood and Rosscarrock schools are attending their designated regular program school and will be designated to West Springs School for 2018-19 and beyond. ■ Students not attending their designated regular program school need to register or transfer to West Springs School. The lottery process will apply to this group. ■ Students attending CBE schools will have priority over non-CBE students in the lottery process for Grades 1-4.
	Move Grade 5 and 6 students from West Ridge School to West Springs School	<ul style="list-style-type: none"> ■ There is insufficient space at West Springs School. ■ West Ridge School would be under-utilized.
	Align bell times with West Ridge School	<ul style="list-style-type: none"> ■ The CBE aligned bell times across the system in the spring of 2017. Bell times are out of the scope of this engagement.