SAYRE SCHOOL
MAKE·YOUR·MARK

Welcome to Sayre and to the Middle School! We are so glad you're here. We hope that the following list will help ease your transition to a new school or to a new division.

The School Day: **The day begins at 8:00.** Drop your child off beginning at 7:30 in the Front Circle. Students stay in the Commons of the Headley de Waal Middle School, supervised, until 7:50, when they may go to their lockers (or fifth graders, to their homeroom) and get ready for class. Please do not drop off students before 7:30 a.m. Classes begin at 8:05. **School ends at 3:30 every day except Tuesday. Tuesdays, school ends at 2:30.** On Tuesdays, faculty members participate in Professional Development meetings.

The day ends with "Wrap-up." Regular classes end several minutes earlier, and students have the chance to go to lockers, gather supplies, and check in with their homeroom teacher or advisor at the end of the day.

Pick-up: Middle School pick-up takes place in the Front Circle. Please do not arrive before 3:20 (2:20 on Tuesdays), as part of Lower School pick-up also takes place right before. Drive in from North Limestone and pull around. A faculty team will be in place to ensure a safe dismissal. Using car signs in the front window helps us dismiss children quickly. *If you wish to avoid the car line, park on Constitution St. or Limestone St. in the metered spots and walk. Or, arrive closer to 3:35. Refrain from using cell phones in car line for the safety of all children. *If you lose your car sign, don't fret! Contact the Middle School office and we will happily provide a new one.

Options After School:

5th Grade: Students in Grade 5 may go to **Extended Day** in the Lower School and Extended Day Building. Please contact Andy Fitch afitch@sayreschool.org for enrollment sheets.

Grades 5 – 8: After school, your child may be picked up in the dismissal line, go to Homework Clinic, or go to an after-school sport or club. 8th graders may walk home or off campus after submitting a signed note from parent or guardian.

Homework Clinic is available on a sign-up basis for a fee of $20 per session. Students register with Ms. Massie. Please contact Elizabeth Massie, Administrative Assistant, after July 6 at emassie@sayreschool.org if your child will attend Homework Clinic. Homework Clinic takes place Mondays, Wednesdays, and Thursdays from 3:30 – 5:00 and Tuesdays from 2:30 – 4:00. If your child is not picked up after Homework Clinic at the 5:00 dismissal time, they will be walked over to Extended Day to stay until 5:45 for no extra charge. On Tuesdays, when Homework Clinic ends at 4:00, Extended Day is also available until 5:45 for a fee of $12 per hour.

Fridays: There is no homework clinic available on Fridays. On Fridays, students may go to Extended Day for a fee of $12 per hour. Please contact Andy Fitch for an Extended Day enrollment form.

Advisory: In grades six through twelve, advisories are multi-age groups that lend support and continuity throughout a student's time in the division. Fifth graders join an advisory mid-year. Your child's advisor is the person they will see at the end of each day for Wrap-up, each Wednesday for snack and a group meeting, and monthly for out-to-lunch. Advisors provide a snack list, and your child will bring snack four or five Wednesdays. We ask that you not bring items with nuts as snack. Please also be attentive to the other dietary restrictions of your child's advisory group. Your child's locker is also typically outside of their advisor's classroom. Advisors review report card grades and term comments with your child. Like a homeroom teacher in fifth grade, an advisor can be a trusted advocate for your child in the Middle School. Advisors love to speak with parents, and welcome your phone calls and emails.

Parent and Student Portals: Access to the portal will give you and your child the ability to look at homework online, to check upcoming dates and assignments, to see a teacher's website, and to check the school calendar. Homework is posted by 2:30 each school day. We will slowly be introducing your children to all of the useful features of our Learning Management System, Blackbaud, as well as Google Classroom. Sayre School

Buttery: Our new Buttery Director, Allison Davis, and the staff of dedicated employees offer a nutritious lunch every day including soups, a full salad bar, two lines of hot entrees, chips, drinks, and (some days) dessert. Every day the choices include many options for vegetarian, vegan, pork-free, dairy-free and gluten-free meals, or other restrictions. Ms. Davis is a talented professional chef and planner, but also highly knowledgeable about dietary restrictions and special needs. Do not hesitate to speak to her – or to your child's teacher or advisor - about any special needs your child has for food. Lunch for students is included in tuition, and the Buttery menu is posted online. After July 1: adavis@sayreschool.org

Absences: Please call or email Elizabeth Massie before 9:00 a.m. if your child will be out for any reason; bring a note from the doctor if your child is out for a doctor, dentist, or other appointment. Religious holidays, bereavement, and medical appointments with a note are "excused absences." Thank you!

A final tip: Middle Market: Our student-run school store features a "cashless" system; kids buy a Middle Market card at the Office (for $10) and the salespeople (students) mark off amounts as purchases are made. Consider buying a Middle Market card at the Open House on Wednesday, August 18. Snacks are provided for Thursday and Friday, August 19 and 20, but after that your child will probably want to have a Middle Market card. Of course students are also welcome to pack their own nut-free snacks.

Whom to call?

•Elizabeth Massie – 254-7177 – the MS Office direct number - Administrative Assistant in the Middle School beginning July 6. Call her for absences, homework, mid-day phone calls...anything, really. emassie@sayreschool.org

•Kristin Seymour – 254-7177 – Middle School Head. Call Kristin for anything, but especially with schedule questions, worries, academic or social concerns, or if all is well. No problem is too small, and smaller issues are easier to manage, so feel free to call. kseymour@sayreschool.org

•Nicole Garrett– 254-1361 – Sayre School Counselor. Nicole is an expert on this developmental age and is happy to take calls about your child that are general (is this normal at this age?) or specific to your child's experience. ngarrett@sayreschool.org

•Jeff Oldham – 254-1361 – Director of Admission. Call Jeff to recommend a family or to ask him to reach out to a family who might be interested in Sayre. joldham@sayreschool.org

•Cindy Eason ceason@sayreschool.org or
•Rich Little rlittle@sayreschool.org – 254-1361, Athletics.

•Brad Becker – 254-7177 – Middle School Technology Coordinator. Mr. Becker will help you with any needs related to technology and our 1-to-1 iPad Program. bbecker@sayreschool.org

•Terri Prewitt– 254-1361 – Ms. Prewitt works in Admission and will update Household information and Blackbaud Call her if you need help accessing the Parent Portal. tprewitt@sayreschool.org