



3500 Ryder Hesjedal Way, Victoria, BC V9C 0J6
royalbay.web.sd62.bc.ca | 250 474-2377 | royalbay@sd62.bc.ca

Welcome/Bienvenue to École Royal Bay Secondary

Dear École Royal Bay Families and Caregivers,

We are excited to welcome you to the 2025/26 school year!

The school year begins on Tuesday, September 2nd for grade 9s (9:00am -11:50am) and for all grades (full day) on Wednesday, September 3rd. The information included in this package will assist you and your family in preparing for the 2025/26 school year. Remember to check our [École Royal Bay Secondary School Website](#) regularly for more information and updates.

We have had some additional changes at ÉRBSS over the summer - please join us in congratulating Ms. Stephanie Davies, Vice Principal (A-G), on accepting an exciting employment opportunity outside of the district, and welcoming Mr. Rob McAllister as our new Vice Principal (A-G). Rob is a former RBSS teacher and was most recently a Vice Principal at Spencer Middle School.

Student Course Schedule

All students must check their schedules the night before their first day. We will not have printed schedules available for students.

As a reminder, the MyEd instructions can be found on our web page [RBSS Family Portal Instructions](#).

Opening Week

Tuesday, September 2, 2025 – Opening Day (Grade 9's only)

French Immersion and English Stream Inclusive – BLOCK ORDER ABCD

Morning Schedule - 9:00 am – 11:50 am

8:30 – 9:00 – Students will be greeted by staff and directed to the gym

9:00 – 9:45 – Grade 9 Student Assembly in the gym

9:50 – 10:00 – Students locate their Block A teachers in the gym. Block A teachers guide students to their class.

10:00 – 10:23 – Block A

10:29 – 10:52 – Block B

10:58 – 11:21 – Block C

11:27 – 11:50 – Block D

12:00 – Busses will start picking students up



3500 Ryder Hesjedal Way, Victoria, BC V9C 0J6
royalbay.web.sd62.bc.ca | 250 474-2377 | royalbay@sd62.bc.ca

Wednesday, September 3, 2025

Regular School Day (all students full day)

Block order ABCD (regular bell schedule)

School begins at 9:00 am, lunch from 11:50 am – 12:30 pm, school ends at 3:20 pm

Thursday, September 4, 2025

Block order BADC

School begins at 9:00 am, lunch from 11:50 am – 12:30 pm, school ends at 3:20 pm

Friday, September 5, 2025

Block order ABCD

School begins at 9:00 am, lunch from 11:22 am – 12:00 pm, school ends at 2:23 pm

Support

Families, Caregivers, and students are encouraged to reach out to classroom teachers and case managers for information and support. Students are also assigned a Vice Principal and a Counsellor:

Counsellors (by student last name):

Barbour, Tebeth	A – D
Hogan, Kim	E – La
Kadin, Christina	Le – Re
Fafard, Rachelle	Ri – Z

Vice Principals (by student last name):

McAllister, Rob	A – G
Lait, Martin	H – N
Bond, Michelle	O – Z

Unless it's an emergency, students need to make an appointment to see their counsellor during the school day. Online booking information is available here: <https://royalbay.web.sd62.bc.ca/about/counselling/>.

Students with Individual Education Plans (IEPs) will be assigned a case manager, who will connect with students and families in September.

Medical Alerts

Please inform Vice Principal Mr. Martin Lait, at mlait@sd62.bc.ca, if your student has any medical conditions that the school should be aware of.

Wellness Centre

RBSS is fortunate to have a wellness centre on site run by VIHA (Vancouver Island Health Authority). A Wellness Centre is a centralized location where students will find a number of health services for mental, sexual, and physical health, as well as health promotion strategies. It is a place where students can be assessed, treated, and referred to other programs or services as needed. The centre will provide guidance in locating any services that aren't provided at the Wellness Centre itself. Additional information can be found [here](#).



3500 Ryder Hesjedal Way, Victoria, BC V9C 0J6
royalbay.web.sd62.bc.ca | 250 474-2377 | royalbay@sd62.bc.ca

Transportation

Students who have registered with transportation should have received an email outlining their route, bus number and estimated times by the end of July. If you believe the information is incorrect or you did not receive the information, please contact the School District Transportation Department at bussing@sd62.bc.ca.

Photo Day

Photo day is early this year - taking place in the gym on Monday, Sept. 8.

Athletics

Several Athletics activities start quickly after the first day. Please stop by the Athletics information board outside the gym if you are interested in swimming, cross country, volleyball, and/or boys soccer. A big thank you to all of our staff members and community coaches who provide these opportunities for students. If you are interested in supporting, we are looking for coaches for Jr. Girls Volleyball and cross country. Email Brian Hobson, at bhobson@sd62.bc.ca, for more information.

School Hours

Students need to plan to be at school by 8:55am and leave school by 4pm (3:00 on Fridays) unless they are scheduled into an after-school class or activity with a Teacher or Community Coach. Students who have activities later in the evening need to go home between the end of school and the start of their activity as we do not have supervision on site for extended wait times.

Attendance

Regular and punctual attendance is a vital part of student success. Students must arrange their transport schedules to arrive at school on time and remain at school until classes finish. Any absences must be called in to the school: 250-474-2377 or notified by email: royalbay@sd62.bc.ca.

Student employment can be an important part of a young person's learning and growth. However, after-school jobs need to be balanced with schoolwork. Students should ensure that they are scheduling work shifts well after the school day has ended. Students interested in gaining credits for work experience and making this part of their educational program are encouraged to visit their Counsellor and the Career Centre.

School Supplies

There is no need to shop for school supplies over the summer. Students should bring a binder, paper, and pens to the first day of classes. Teachers will let students know if they need additional supplies.

Lockers

Lockers will be made available via an app starting in September. Detailed instructions will be provided once students are in session.



3500 Ryder Hesjedal Way, Victoria, BC V9C 0J6
royalbay.web.sd62.bc.ca | 250 474-2377 | royalbay@sd62.bc.ca

Code of Conduct

The Sooke School District Secondary School Code of Conduct can be found here: [Code of Conduct | Royal Bay](#). Please review this with your child. Please note that smoking and vaping are not permitted anywhere on school district property and students are also expected to respect bylaws and neighbours. The Wellness Centre can support students with smoking cessation.

Student Parking

We ask students to walk, bike, or take a school or city bus to school. Students who choose to drive will need to park in the parking lot across the track field. Students are not to remain parked in the drop off area in front of the school.

Online Student Consent

Parents & Guardians - Please visit the [online consent portal](#) to provide and/or review consents for your children.

Consents include:

- General Consent for local fieldtrips
- Google Apps For Education (G Suite)
- Internet Access
- Media Release
- Na'tsa'maht Indigenous Education
- School Cash Online
- Web-based Applications
- MyBlueprint

Fees

School fees can be paid through the [KEV School Cash System](#). The Sooke School District 2025/2026 fee schedule can be found here.

- After consenting to School Cash Online, wait 24 hrs. before logging in and attaching your children.
- Create account login/password by choosing "Get Started Today".
- Students are encouraged to create an account as well.
- You will need to know the student's PEN number (on the report card) to complete this process.

Personal Devices

As per our code of conduct, Teachers may plan for student use of personal mobile devices for instructional purposes or digital literacy, for health or medical purposes or as assistive technology for the purpose of inclusive education as informed by the Inclusive Education Teacher. At all other times, personal mobile devices, inclusive of laptops and chrome books shall remain stored away for the duration of the school day (with the exception of lunchtime and transition times). This policy applies to ear buds/headphones as well.

Students will be asked to place their cell phones in a cell phone holder as they enter a classroom or leave their cell phones in their backpacks or locker. Families needing to urgently contact their child can contact the office at 250-474-2377.



3500 Ryder Hesjedal Way, Victoria, BC V9C 0J6
royalbay.web.sd62.bc.ca | 250 474-2377 | royalbay@sd62.bc.ca

Resolving Concerns

Guidelines for resolving concerns can be found on the school district website [Royal Bay | Secondary School – École Secondaire](#). As a general guideline, communication should remain as close to the ‘source’ as possible. For example, if the topic pertains to something within the classroom, speak to the classroom teacher.

Please note that we require parents to pre-arrange phone or in-person appointments with staff. Teachers, Counsellors and Vice Principals have busy schedules and we want to make sure they can set aside the time needed to meet with you.

Important Dates for September 2025 School Start-Up

- September 1 – Labour Day (no school)
- September 2 – First day of school – ½ day for all Grades 9’s ONLY (9:00 to 12:25 pm)
- September 3 – Full day – All Grades 9 - 12
- September 8 – Picture Day (retakes TBD)
- September 16 – Fire Drill #1 @ 9:20 am
- September 22 – District Indigenous Learning Day (School not in session)
- September 30 – National Day for Truth and Reconciliation (School not in session)

Communication

We regularly share information through the [app](#) and the school [website](#). We also have a newsletter, the Raven’s Nest, that will go out twice a month. The Raven’s Nest current and past editions can also be found on the [website](#).

Your team at ÉRBSS are excited to welcome new and returning students, and we know that it will be another wonderful year ahead!

Melissa Horner (she/her)
mhorner@sd62.bc.ca
Principal, École Royal Bay Secondary School
250-474-2377 ext.1112
<http://royalbay.web.sd62.bc.ca>