

June 21, 2010

Dear Middle School Students and Parents/Guardians:

Welcome (back) to middle school. I hope you are as enthusiastic about this year as I am. This letter is intended to provide some preliminary information to prepare you for the upcoming year.

As the summer months wind down, we are working on plans for the approaching academic year. When you return to school, you will meet approximately 50 students new to the Head-Royce Middle School. Additionally, you will have a chance to meet our new faculty members. We are looking forward to welcoming Hyungi Woo (MS Math), Anthony Witte (MS & US Mandarin Chinese) and Carmen Reid (MS Spanish) onto the Head-Royce Middle School team. I know you will welcome each new student and faculty member with warmth and kindness as they make their way into the Head-Royce community.

School opens on Tuesday, August 31st for all middle school students. We have planned activities that day for all students including introductions from the faculty and administration. Schoolbooks will be distributed for 6th grade and homework assignment books for 6th - 8th grades. The program begins at 8:30 AM in the gymnasium, and will end at approximately 11:45 AM. Please find the schedule for that day on the Head-Royce website (www.headroyce.org).

Parents/Guardians: we ask you to bring your child to school on August 31st by 8:25 AM. *The Parent's Association will be serving coffee in the Community Room. From 9:00-10:00 AM, we will hold an **Orientation for Middle School families**. This session will provide an overview of the Middle School experience. It will also be an opportunity for parents/guardians to ask questions.*

After the orientation, we will ask families to leave campus until it is time to pick-up the students.

We will follow a regular schedule on Wednesday, September 1st: School begins at 8:25 AM sharp, and classes end at 3:20 PM. We will have bus transportation beginning on September 1st.

On Thursday and Friday, September 2nd and 3rd, all Middle School students and faculty are going on our annual two-day, one-night overnight trip called Fallout. This year the

6th grade will be going to Westminster Woods in Occidental, CA, the 7th Grade to the Marin Headlands Institute, and the 8th grade to a rafting trip on the American River. The grade level Deans have provided additional information on each of these trips which can be accessed via the school website. Furthermore, **permission/health/immunization forms** are **due on August 17th**. Please be sure to turn them in as soon as possible. Thank you in advance for turning the forms by the seventeenth.

Please be sure to enjoy the rest of your summer, and I look forward to seeing you all here at school on Tuesday, August 31st.

Sincerely,

A handwritten signature in cursive script that reads "Carol A. Swainson". The signature is written in black ink and is positioned above the typed name and title.

Carol Swainson
Head of Middle School
Head-Royce School
cswainson@headroyce.org