



Collège Miles Macdonell Collegiate

757 Roch St. | Winnipeg, MB R2K 2R1 | Tel: 204.667.1103 | Fax: 204.654.3803
Principal: Mr. J. Muller | Vice-principal: Ms. M. Williams | Vice-principal: Ms. C. Faria
Email: miles@retsd.mb.ca | Web: www.miles.retsd.mb.ca

***** SAVE THE DATE *****

CONVOCATION JUNE 24th, 2021

June 9, 2021

Dear parents/guardians/graduates,

As we approach the end of a school year like no other, we are moving forward with layered plans to recognize this year's graduating students! We recognize this is a very important milestone in the life of our graduating students and their success needs to be recognized and celebrated. As we now have further announcements regarding Public Health Orders, we want to ensure our students and their loved ones, who have provided them with unwavering support throughout their K-12 years, are able to begin to celebrate each graduate's accomplishments.

Next week, all graduating students will receive their cap, gown, and graduation lawn sign. This will allow students and families many opportunities for cap and gown photos in a variety of settings leading up to their scheduled convocation event! Graduates are invited to schedule their pick-up appointment through the Conference Manager link: <https://retsd.schoolsoft.com>. Conference Manager will be open for bookings starting Wednesday, June 9th until Monday, June 14th at 12:00PM. Caps and gowns will be available for pick up at school on June 17th and June 18th from 9:00AM – 3:00PM on both days. Cap and gown distribution will take place in the CMMC cafeteria, and students are to use the Gym doors on Chelsea Avenue to gain access to the building. All public health protocols (masks and social distancing) are to be followed. In addition, lawn signs celebrating graduates will be delivered to students the week of June 14th – June 18th. Due to current Public Health Orders, a staff member will drop off the lawn sign at the front door of each graduate. During drop off we ask that all household members stay indoors until the staff member has left the property. For graduates who live in an apartment, we will contact the family to make delivery arrangements.

In order to include all graduating students in our convocation ceremonies, a virtual event will be held on the evening of June 23rd at 6:30PM. A private, password protected link will be sent to families in advance of the event to allow access. This event will include our principal's message to graduates, our valedictorian address, a celebration of award recipients, and a photo montage of our graduates. In addition, our surrounding community and businesses have expressed interest in supporting this year's graduating class. Please watch for signage, social media, and other community-based celebrations all centered on the hashtag **#CongratsRETSGrad**.

On the day of their convocation, graduates will participate in a drive through celebration where they will be presented with their diploma. Also, at this time, promptly following the completion of the drive through, students will return the rented gown at the designated station and graduates are to keep their cap and tassel. The details of this day will adhere to the most current and specific protocols set by the Manitoba Public Health Act.



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At this time, Collège Miles Macdonell Collegiate is planning to:

- Host convocation on Thursday, June 24th from 9:00AM – 8:00PM.
- Convocation will be held as a drive up and drive through event in the CMMC staff parking lot off Chelsea Avenue.
- Graduates are invited to decorate vehicles to further enhance our convocation celebration.

Please be reminded that at any point throughout this process, if students or anyone in their household have been instructed by Public Health to isolate, following those instructions is imperative. Should this occur, or if anyone in the household begins to show symptoms of Covid-19, please contact the school so that alternate arrangements may be made. We will help in any way we can!

We would also like to remind families that while we know that they are wanting to celebrate their graduates, please adhere to all Public Health guidelines as we know we must all continue to do our part in keeping our communities safe!

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Important Dates to Remember

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| • June 9 th – June 14 th | Cap and gown appointment through Conference Manager |
| • June 14 th – June 15 th | Lawn signs will be delivered to graduates |
| • June 17 th - June 18 th | Graduates pick up cap and gown between 9:00AM-3:00PM |
| • June 15 th – June 18 th | Convocation sign-up through Conference Manager |
| • Thursday, June 24 th | Convocation drive-up/drive through in the school parking lot (Chelsea Avenue) |

Cap and Gown pick-up procedures on June 17th and June 18th

- Use the Gym entrance off Chelsea Avenue only
- Graduate only will be permitted into the school. Masks are mandatory.
- In accordance with the Manitoba Public Health Orders, our school building is closed to the public. Students will not be able to walk through the school and are to exit as soon as they receive their cap and gown.
- To avoid crowding, we ask you to arrive a few minutes prior to your scheduled appointment and await your turn until you are invited in by school staff member. If waiting outside, please adhere to the 6 feet of physical distancing protocol. Your understanding and patience are sincerely appreciated.
- A staff member will be at the Gym Doors to assist with the process.
- Please limit your time around the building as other graduates will be waiting to enter the school.



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Convocation sign-up information from June 15th – June 18th

- Graduates are invited to schedule their convocation appointment through the Conference Manager link: <https://retsd.schoolsoft.com>
- Blocks of time will be assigned to groups of students (more information to follow)
- Conference Manager will be open from June 15th at 8:00AM to June 18th at 5:00PM

Procedure for Convocation on June 24th

- Graduates and household family members line up in their vehicle on Chelsea Avenue (entering from Watt Street and then facing west on Chelsea) 10 minutes before their designated time; only participants from the same household may occupy the same vehicle.
- In following Public Health Orders, graduates and household family members are to wait in their vehicle.
- Staff will be guiding graduates and respective family members to drive into the parking lot and begin the convocation drive up circuit. Windows and sunroofs of vehicles may be open, but doors and trunks are to remain closed.
- Our graduate will be invited to come and pick up their diploma from a designated area. Mask wearing is mandatory.
- During the circuit, an opportunity will exist for the graduate to have photos taken in special outdoor area. Consideration needs to be given to designated timelines in order to respect each graduate's celebration.
- Promptly after completing the convocation circuit, graduates will drop off their gown at the designated station. Cap and tassel to be kept as a keepsake.
- Additional information will be forthcoming with scheduled times and details that will include supporting families without vehicles.

Thank you for your support and understanding as we continue to work toward creating a memorable experience for our graduates while respecting all Public Health Orders. A more detailed outline of our Convocation Day will be shared with families closer to our celebration day.

To the Class of 2021: Welcome to your Graduation Season! We will make this day special!

We look forward to seeing and celebrating with you, our graduates, milestone achievement at Convocation and for your time spent at Collège Miles Macdonell Collegiate!

Sincerely,

John Muller
Principal/Directeur

Michelle Williams
Vice-principal/Directrice adjoint

Carla Faria
Vice-principal/Directrice adjoint