

To: ETFO Thames Valley Teacher Local Members
From: Mike Thomas, President, ETFO Thames Valley Teacher Local (ETFO TVTL)
Date: May 27, 2026
Regarding: **Report Card Day and Classroom Moves**

Dear ETFO Thames Valley Teacher Local Members,

As we move toward the end of another busy school year, we want to sincerely thank members for the tremendous care, professionalism, and dedication you continue to show each and every day in support of students, families, and colleagues. We recognize the significant work taking place in schools at this time of year, and this memo is intended to provide members with reminders regarding the **upcoming Report Card Writing Day**, as well as Collective Agreement language related to **classroom packing and unpacking**.

As a reminder, **Friday, May 29 is a Report Card Writing Day** dedicated to the important work of assessment, evaluation, and reporting on student learning.

Your Collective Agreement is very clear. Article L16.16(c) states:

“For these Professional Activity Days designated for assessment, evaluation and report card writing, Teachers will have the option to work remotely.”

We want to remind members that the Collective Agreement applies to all ETFO members, including Teachers on Special Assignment (TOSAs).

Nothing should be scheduled for you on this Professional Activity Day. While you may choose to collaborate with colleagues on common assessments or reporting practices, there is no obligation to meet during this time. This language was bargained in good faith, recognizing both the professionalism of teachers and the significant time, care, and professional judgement required to thoughtfully complete report cards.

If you are planning to work in the school building on this day, please let your Principal know your approximate hours so appropriate safety arrangements can be made.

Writing report cards involves far more than completing a document. It reflects the countless hours spent assessing and evaluating student learning, providing meaningful feedback, and communicating with families to support each child's growth and success. Teachers communicate professionally with families throughout the school year, and report card comments should align with the principles outlined in Growing Success and the Kindergarten Addendum. Given the limitations within the report card technology platform, teachers should not feel obligated to "fill the box," but rather focus on providing meaningful, clear, and professional comments that accurately reflect student learning and next steps.

Additionally, we would like to remind members of the language regarding **Classroom Changes**.

Collective Agreement Article L16.17 states:

"Teachers who are required to move within the school site or to another school, will be provided coverage by an Occasional Teacher, for the transition (e.g. packing, unpacking, classroom set up, etc.). Teachers are entitled to up to two (2) days for this purpose subject to the approval of the Superintendent of Human Resources. Barring exceptional circumstances, every effort will be made to notify teachers of required moves no later than two weeks prior to the end of the school year. After notification of the required move, teachers will indicate to the Principal in writing the amount of time that will be requested for the move."

This language applies to all Teachers who are required by the Board to move within the school site or to another school, including teachers declared mathematical and system surplus. Teachers are encouraged to speak with their Principal so that the Principal can support the organizing and scheduling of time. During the first day, Teachers are to communicate with the Principal the additional amount of time that will be required for the packing/unpacking of classrooms. Another half day or full day may be requested by the Teacher to the Principal for the completion of this requirement.

Thank you for everything you do for your students and school communities.

In solidarity,

ETFO Thames Valley Teacher Local

For any questions, concerns, or simply a friendly chat, the Local ETFO Office is only a phone call away at 519-474-3150 or an email to etfotvtl@etfothamesvalley.com - we're here to help.