

Lord Beaconsfield Elementary School
3663 Penticton Street
Vancouver, BC V5M 3C9
Telephone: 604 713-4605 Fax: 604 713-4607

Lord Beaconsfield School
Safe Arrival Program 2017-2018

Reporting Student Absences:

Student safety is of paramount importance at Beaconsfield School. Ensuring student safety is a shared responsibility. Starting on Monday, September 11th, we ask that parents/caregivers notify our office of student absences in the following way:

If your child is going to be absent from school, parents/caregivers are to call **604-713-5159 Extension 11** before 9:00 am on the day of the absence (you can call the night before as well) and leave a message on a dedicated answering service. The number to call and report your child's absence is **604-713-5159 (then press 11 for the two-digit extension)**. Messages will be retrieved by office staff before the school day begins. Thank you for following this procedure. Our school office is a very busy place. This procedural change should help improve the efficiency and the effectiveness of our Safe Arrival Morning Routine.

Student Sign In/Sign Out Procedure

When you drop off or pick up your child during the school day (after the 9:00 am or before the 3:00 pm bell), please ensure that your child signs in and out at the school office. If you do not sign out your child, he or she will be unaccounted for, and the school will identify your child as a missing student and will commence a search of our school grounds. If the school staff do not locate the child, and are not able to reach a parent/caregiver promptly, the school will call the Vancouver Police Department. Therefore, clear communication is essential for ensuring the safety of your child and to prevent unnecessary searches.

Recess and Lunch Expectations

It is our expectation at Beaconsfield School that all students in attendance remain on school property during instructional time and at recess and lunch unless they are signed out by a parent/caregiver. **Parents/caregivers need to notify our school office in writing and give signed permission for their child or children to leave the school property regularly to go home for lunch.** This way all children in attendance are safety accounted for at all times. Please have signed lunch permission notes from parents/caregivers to Mrs. Morden (Principal) in our school office **by Monday, September 11th**. Thank you for your cooperation.

Thank you for helping us keep your children safe! We really appreciate it.