



General Gordon Elementary School

2268 Bayswater St.
Vancouver, BC
V6K 4P5
604-713-5403

Reporting Student Absences for the 2017/2018 School Year

Student safety is of paramount importance at the Vancouver School District. Ensuring student safety is a shared responsibility. In order to assist schools, we ask parents to notify the school of student absences or if your child will be over 5 minutes late.

If your child will be absent or late, please phone the school to report this absence as early as possible.

Parents should leave a message on a dedicated answering service by calling **604-713-5403 then Press 2**. Messages will be received before the office is open. School offices are busy places: consistently notifying the school in advance of your child's absence will significantly improve the efficiency and effectiveness of the Safe Arrival Morning Routine.

To Report Your Child's Absence or late arrival – Please call **604-713-5403 then Press 2** prior to 9 am on the first day of the absence. If you do not advise the school and we cannot reach you at any of your contact numbers, we will treat your child as 'missing' and follow the missing student protocol as outlined below.

Student Sign Out Procedure

When you pick up your child during the school day, please ensure that you sign them out at the school office. If you do not sign out your child, they will be unaccounted for, and the school will identify your child as a '**missing**' student and will commence a search of school grounds. If the school staff do not locate the child, and are unable to reach a parent 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.

Thank you for helping us keep your children safe!