

# JOHN NORQUAY ELEMENTARY SCHOOL

4710 Slocan Street

Vancouver, BC V5R 2A1

Telephone: (604) 713-4666 • Fax: (604) 713-4668

Dear Parents and Caregivers,

We have a new procedure called Safe Arrival for reporting your child's absence. Please see below for the instructions.

## **Reporting Student Absences:**

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 schools of student absences. If your child will be absent from school, please phone the school's dedicated answering service by calling:

**604-713-5159 extension #61.**

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 program and your child's safety.

Once again to Report Your Child's Absence – Please Call **604-713-5159 extension #61** prior to 9 am on the first day of the absence.

## **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 and if you have any questions or concerns please contact us at the office.

Norquay Office and Admin. team