



GENERAL WOLFE SCHOOL

4251 Ontario Street,
Vancouver, B.C. V5V 3G8
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Website: www.wolfe.vsb.bc.ca
Email: wolfe@vsb.bc.ca

Dear Wolfe Community,

All Vancouver schools will be implementing a Safe Arrival Program this year. Your help in accurately reporting student absences, in following school sign out procedures, and in ensuring your child reports to the office when he or she is late will greatly help us in having the office run smoothly.

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 email or phone the contacts below to report any absence as early as possible. Also, report if your child will be more than 30 minutes late.
- Parents should report their absence by email at wlfattendance@vsb.bc.ca or leave a message on the dedicated answering service by calling **604-713-5159 extension 93**.

The email or phone call should include the following information;

- Your child's first and last name (say and spell the last name when leaving a phone message)
- Grade and division number
- Reason for absence
- Date of absence and length of absence if known
- **Please do not call the main office line as messages on this dedicated phone line are sent to us by the email system and allow us to use the office phone for other issues.**

If your child is absent and we have not heard from you, we will be calling. We will also call if the student was late and went straight to class. To reduce unnecessary calls, please make sure your child comes to the office for a late slip if they arrive late to school.

If we call you, we will be calling the first listed cell number and then home number. We will leave a message-please call us back. When verification sheets come home this year, please check all the information is up to date.

Student Sign Out Procedure

When you pick up your child during the school day, please ensure that you sign them out (and back in if appropriate) 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. 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!

Susan Nichols
Principal
General Wolfe Elementary