



Ecole Publique Allenby Junior Public School

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Cate Spidle, Principal Frances Themeliopoulos, VicePrincipal

April 1, 2015

Dear Parents/Guardians:

Re: SchoolConnects Safe Arrival Program

One measure of keeping students safe is ensuring that students have safely arrived at school. It is important that families inform the school if a child is going to be absent or late for any reason by contacting the office immediately to report the reason for the absence. When there is no report about the absence, the school office will make attempts to contact you to determine the reason for the absence through our Safe Arrival Program. We are changing to an automated call-out system for our Safe Arrival Program. This system will mean that you will be contacted more quickly than is currently possible with a manual system.

Beginning Tuesday, April 7th, parents/guardians of students who have an unexplained absence (one where the school has not been previously notified) will be contacted to verify the reason for the absence. The system call-out will work as follows:

- Parents/guardians identified in TDSB's Student Information Systems who have access to student records, and emergency contact with priority 1 or 2 will receive a call.
- When you receive the call, you are **required to listen to the entire message and follow the prompts accordingly.**
- You will be asked if you are aware or unaware of your child's absence.
- If unaware, you will be asked to call the school immediately.
- If you are aware of the absence, you will be asked to enter the reason for your child's absence. The following options will be provided for you:
 1. Illness
 2. Doctor Appointment
 3. Dentist Appointment
 2. Family Matter
 5. Weather
 6. Other
- At the end of the message, you will have to press 2 to confirm you received the message.
- If you do not confirm receipt, you will receive a call on your mobile phone.
- If there is no response from a Priority 1 contact, this same process will be followed for Priority 2 contacts.
- If there is no contact with either Priority 1 or Priority 2, this entire process will be repeated 3 times in 10 minute intervals.

This same process will be followed for the afternoon attendance.

In the evening, all parents/guardians of students who were late that day will receive a call informing them of their child's tardiness. **With this in mind, it is important that your contact information on file at the office is up-to-date. Please let the office know immediately if your contact information changes at any time throughout the school year.**

We recognize that regular attendance is essential to the safety, academic success, and well-being of all students. Thank you for your continued cooperation with keeping your child safe and accounted for.

Sincerely,

Cate Spidle

Principal

Frances Themeliopoulos

Vice Principal