

December 3, 2019

Dear Families,

At Webster Niblock School, one of our greatest priorities is ensuring that all our students arrive safely and attend school each and every day.

To enhance our existing absence-checking procedure, we are introducing ***a new, more efficient*** student absence reporting system called **SafeArrival**. This new system will reduce the time it takes to verify student attendance, make it easy for you to report your child's absence and easy for staff to respond to unexplained student absences.

With **SafeArrival**, you are asked to report your child's absence in advance using any of these 3 convenient methods:

1. Using your mobile device, download and install the **SchoolMessenger app** from the Apple App Store or the Google Play Store ([go.schoolmessenger.ca](http://go.schoolmessenger.ca)). The first time you use the app, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
2. Use the SafeArrival website, [go.schoolmessenger.ca](http://go.schoolmessenger.ca). The first time you use the website, select **Sign Up** to create your account. Select **Attendance** then **Report an Absence**.
3. Call the toll-free number **1-833-219-9070** to report an absence using the automated phone system.

These options are available 24 hours/day, 7 days a week. Future absences can be reported at any time.

In addition, we will use the **SchoolMessenger Communicate** automated notification system to contact parents whose child is absent when the absence was not reported in advance. The automated notification system will attempt to contact parents/guardians at the main phone number that was provided to the school until a reason is submitted for the absence. These calls will be sent out at **9:05am and 1:15pm**.

You will be asked to enter one of the following codes:

**AH – Absent (Health)** – Your student is out of school because of personal **physical or mental health or injury**, including health-related **appointments**.

**AF – Absent (Family)** – Your student is out of school for **religious or family reasons**. Family reasons include **lack of child care** for a parenting student, **care for a sick relative**, **legal proceedings** and **bereavement**.

**AT – Absent (Unavoidable)** – Your student is out of school because of **transportation, weather, or infrastructure barriers**.

**AV – Absent (Vacation)** – The student is out of school because of **family vacation** or involvement in **extracurricular activities that are not sponsored by the school**.

If you report your child's absence in advance using the **SafeArrival** toll-free number, website or mobile app, you will NOT receive these notifications.

Starting **MONDAY DECEMBER 16, 2019**, please report absences in advance using **SafeArrival** instead of sending notes or calling/emailing the school.

If you report your child's absence in advance using the SchoolMessenger toll-free number, website or mobile app, you will NOT receive these notifications.

If you have children attending other schools, please continue to report absences using the existing procedures for those schools.

Thank you for your patience and cooperation as we implement this new system.

Melissa George  
Administrative Assistant  
Webster Niblock School