



## ÉCOLE K. B. WOODWARD SCHOOL

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13130 106 Avenue, Surrey, BC V3T 2C3 · Tel: (604) 588-5918 · Fax: (604) 581-3563

### **New Absence Reporting Procedures Starting Tuesday, September 4, 2018**

Dear Parent/Guardian,

#### **RE: CHANGE OF PROCEDURE**

Starting September 4, 2018, we are encouraging parents to report their child's absence or late arrival in one of the following ways:

1. Parents can send an email to the KB Woodward School Office account at [kbwoodward@surreyschools.ca](mailto:kbwoodward@surreyschools.ca)
2. Call the School Office at 604-588-5918 to leave a message

When reporting your child's absence, please always remember to include the reason for your child's absence, your child's name, division number and teacher's name. By reporting your child absent in advance, you will not receive a call from the school.

At Surrey Schools, one of our greatest priorities is ensuring that all of our students arrive safely to school each and every day. As a part of our process, a daily absence check is conducted by office staff and often involves:

- Checking phone messages left by parents regarding sick calls for students
- Phoning parents whose child is absent but no notification has been made to the school
- Recording all absences in the attendance system

Please note last years automated phone system is no longer in service.

Thank you for your patience and cooperation during this transition period to continually ensure the safety of all our children.

Kind Regards,

Greg Hopps  
Principal