Spencer Eagles

ÉCOLE HERBERT SPENCER ELEMENTARY SCHOOL
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Paul Manville, Principal Erin Bannister, Vice-Principal

Dear École Herbert Spencer Community,

One of the New Westminster School District's greatest priorities is ensuring that all of our students arrive safely at school each and every day.

To enhance our existing absence-checking procedure, we will be 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.

On **November 23rd, Herbert Spencer Elementary** will launch the SafeArrival attendance program. Parent(s)/guardian(s) will be able to use this system to report a student's absence, late arrival, or early departure in advance. The system is available 24 hours a day, 7 days a week, meaning you can schedule future absences at any time. Please see the linked instructions for details on how to sign-up, log in and use the SafeArrival program.

In the future, once everyone is comfortable with the new system, we will also turn on automated notifications through SchoolMessenger. If your child is marked absent and it was not reported in advance, this automated system will contact you across multiple contact points until a reason is provided. If the system cannot reach you, our office staff will follow up directly.

If you report your child's absence ahead of time using SafeArrival, you will NOT receive these automated notifications. We will send you more information before we activate the automated notification feature.

Starting November 23rd, please begin using the SafeArrival program for all absence reporting, following the linked instructions.

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

P. Manville
Herbert Spencer Elementary