

St. Andrew Junior School

2 Appleseed Drive, Antigonish, NS B2G 3B6

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Principal: Glenn Austen

Vice Principal: Erin MacPherson

Vice Principal: Candace Power



School Counsellors: Marie Kennedy and
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Strait Regional Centre for Education Safe Arrival Process for Elementary Schools

Saint Andrew Junior School and the Strait Regional Centre for Education believe that regular attendance at school supports greater student success and achievement. Attendance supports student learning and promotes a sense of responsibility that students will need as they transition from grade to grade.

Promoting and supporting regular student attendance is a shared responsibility. All partners, students, parents/guardians, teachers, school administration and Strait Regional Centre for Education staff, must work together.

As a result, the following safe arrival process will be implemented at our school to help us account for any student's unexplained failure to arrive at school:

- Parents/Guardians are responsible for notifying the school when their child(ren) will not be in attendance.
- If your child(ren) is going to be late or absent from school, the parent/guardian is asked to contact the school by **emailing** leah.duggan@srce.ca and crystal.chisholm@srce.ca or by **telephone at (902) 863-3046 before 9:30 AM**. An explanation is required in order that the absence can be properly categorized.
- On a daily basis, homeroom teachers will complete morning attendance. A list of those students who are absent will be generated.
- If a student is marked absent during first class and we have not been previously notified by parents/guardians, the following steps will be taken by the school:
 1. A message will be sent via email and text requesting parents contact the school.
 2. A follow up phone call will be made to those parents/guardians and/or emergency contacts who have not contacted the school following the delivery of the message.
 3. When direct follow-up contact with parents/guardians cannot be reasonably made, we will then determine appropriate action. This may involve contact with the RCMP.

Sincerely,

Glenn Austen
Principal