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## WILKINSON JUNIOR SCHOOL

53 Donlands Avenue, Toronto M4J 3N7 • Tel: (416) 393-9575 • Fax: (416) 393-9578  
Allan Kelly, Principal Jenny Georgiou, Vice-Principal

September 2018

Dear Parents/Guardians:

**Re: SchoolMessenger – Elementary Safe Arrival**

The Toronto District School Board will be moving from SchoolConnects to SchoolMessenger as its automated call-out system for our Elementary Safe Arrival Program.

Wilkinson Public School started using the new system as of June 15<sup>th</sup>, 2018.

In accordance with the TDSB Safe Arrival policy PR707A, "If a pupil is absent or late for any reason, the Parent(s)/Guardian(s) must contact the school immediately to report the reason for the absence". For an unexplained absence, Parents/Guardians will be contacted by SchoolMessenger and must indicate the reason for the absence.

**The telephone number 833-250-2290 will display on the caller ID.**

For unexplained absences, the system call-out will work as follows:

- Parents/Guardians identified in the TDSB's student database who have access to student records and are an emergency contact with priority 1 or 2 will receive **both** e-mail notification and call(s) of the unexplained absence.
- 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. Reasons are the same for **full day absences** (new to School Messenger) or **late arrival**. The following options will be provided for you:
  1. Illness
  2. Doctor Appointment
  3. Dentist Appointment
  4. Family Matter
  5. Weather
  6. Other