

The Phone Home Program

The **Phone Home Program** at Connaught Heights is designed to ensure the safe arrival of all students. When attendance is taken by the classroom teacher, the office is notified of any student who is absent without prior notification. If the office has also not received notification, the school will phone to confirm the child's whereabouts.

When a student is expected to be away from school, it is important that the office be notified of the child's name, division number or teacher's name, expected date/time of return and the reason for the absence.

If a student arrives late for any reason, either morning or afternoon, they must report to the office before going to their classroom; this will help eliminate unnecessary and sometimes upsetting phone calls to parents who believe their child is at school. This rule should be reinforced, especially with younger children, that this process is an important and positive part of their safety routine.

School Phones

For your information, the **school phones** are available to students only if authorized by a staff member. Please appreciate that with the number of students in our school, phone use must be limited to advising parents that a student has been detained for some reason, to contact parents when a child has not been picked up as expected or when a teacher has requested the student to phone under specific or unusual circumstances.

Use of the phone will not be allowed for students to arrange social get-togethers or to arrange for rides not previously planned.

On the same note, permission slips for field trips etc., should be returned as requested and not faxed to the office or given by phone to staff. This helps to promote student responsibility.