



November 4, 2016

Dear parents/guardians:

We are writing to inform you that the Banff Trail administration and School Council in conjunction with the CBE are working towards new security measures at our school. This new system will help improve safety and security at the school. As of Monday, November 21<sup>st</sup>, 2016 our front doors will be locked and you will need to access the school using the buzzer.

The changes you may notice at the school as a result of this new system are as follow:

- Visitors to the school must enter through the front door of the building only and report to the office.
- Visitors must identify themselves after pressing the buzzer and state reason for visit. (Ex. Picking up student, volunteering in the school, etc...)
- All visitors and volunteers must report to the main office, sign in and out, as well as obtain an identifying tag to wear during their stay.
- Parents picking up students during school hours must come to the office and we will call your child to meet you at the office.

This enhanced system is being installed as part of an ongoing effort to improve security at all Calgary Board of Education schools. At the CBE, the safety and security of our students and employees is our top priority.

Please know we have procedures in place for days when the weather is deemed too cold for students to stay outside. At 7:45, teachers will be at the student doors to allow students to enter and be supervised in their respective classrooms. This will be indicated by a blue sign posted on each exterior door.

For parents requiring parking while visiting the school, volunteering, picking up or dropping off students we have a visitor lot at the SW corner of the school as well as various one hour parking on the neighboring streets.

If you have any questions, please feel free to contact me at 403-777-6120 or email the school at [banfftrail@cbe.ab.ca](mailto:banfftrail@cbe.ab.ca)

Sincerely,

Evelyne Lamontagne  
Principal