



Governor Simcoe Secondary School

Co-operative Education Department

15 Glenview Avenue, St. Catharines, Ontario L2N 2Z7

Greetings,

As we move forward in the semester, we want to ensure that you are aware of our attendance protocol to ensure student safety and accountability as students travel and arrive at their co-op placement. As co-op teachers, we expect students to be present at their co-op placement each day. You as the employer are of course first contact to know if and when they have safely arrived. Students should be informing you (ideally with as much notice as possible) if they have planned absences.

IMPORTANT: If your co-op student ever unexpectedly (did not notify you in advance) does not arrive at co-op, please notify us as soon as possible that same day so that we are aware and can follow up for safety purposes. You can text, call, or email - whichever is your preferred method.

Thank you for your understanding and partnership to support student accountability and safety.

As always, reach out anytime.

Thanks,

Cooperative Education Team

Governor Simcoe SS- 905-934-4006, cell 289-213-3494