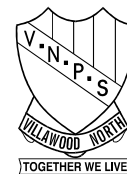


School Visitors Policy



RATIONALE

This policy outlines the procedures for school visitors including parents, staff from other schools or agencies and trade workers. This policy is to ensure the safety of students, staff and volunteers in the school. It also outlines rules to ensure that learning environments and property are respected by all.

OVERRIDNG PRINCIPLES

1. To encourage parent participation in the school.
2. To provide an excellent educational environment with minimal disruptions to normal class routine.
3. To provide a safe and secure environment for all people attending Villawood North Public School.

SCHOOL HOURS

8:30	Teacher on duty in the playground
9:00	Students line up under the shelter. Students arriving after 9.00 are to go to the office to collect a late pass.
11:15 – 11:35	Recess
1:05-1:15	Lunch is eaten in classes
1:15-2:00	Lunch playtime
3:00	Home time

PUBLIC CAR PARKING

There is no public parking on the school grounds.

PARENTS

There are many reasons why parents, carers and community members attend Villawood North Public School. For example dropping off and picking up their children, attending assemblies, meeting a teacher or dropping off lunch.

To ensure the safety of our children it is important to be able to identify all adults on the school grounds. We will do this by issuing visitor passes during school hours.

Visitor Passes

Visitor passes are obtained when you sign in at the office.

Parents will **not** need a visitor pass to:

- Drop off or pick up their children. Please do not wait on the verandas as this distracts the students.
- Attend assemblies, incursions, special days, sport days etc.
- Attend the school parent and teacher interview days.

However, we ask that you wait at the venue of the event.

Parents are required to get a visitor pass from the office for **all** other occasions including:

- Dropping off lunch.
- Meeting with a teacher.

Visitor passes must be taken back to the office where you will sign out when leaving the school.

VOLUNTEERS

We appreciate all parents, carers and community members who volunteer their time in the school. Parents often help with home readers, reading with children and working in the canteen.

All volunteers must complete a working with children check prior to working in the school.

Volunteers working in classrooms must sign in at the front office and collect a volunteer badge.

Canteen volunteers must sign in at the canteen and wear a canteen volunteer badge.

All badges must be signed back at the end of the visit.

LATE ARRIVAL/EARLY DEPARTURE FROM SCHOOL

Parents and carers do not need to sign in if they are dropping off or picking up their children.

Children who arrive late are to go to the office to receive a late pass.

Parents picking up their children before 3pm must go to the office to sign their child out of the school. Parents then go to the classroom and pick up their child with a minimum of disruption to the class.

EMERGENCY CONTACT

If your child becomes unwell at school it is important that we are able to contact you quickly. Parents contacted should attend the office area to pick up their child. While in the school sick bay, children will be monitored by First Aid trained staff.

Parents are requested to ensure that Emergency Contact details are current.

OTHER VISITORS

All other visitors must sign in at the office. A visitor pass will then be given to identify them. Visitors must sign out and hand the pass back.