



Visitors to the School

Policy: (See Current Regulatory Framework)

VISITORS:

Visitors should be on official school business only.

All visitors (including parents) must enter the school through the main Administration office and report to the reception area. Visitors must sign in and out at the front office, where they will be issued with a Visitors Pass (sticker) to be worn clearly visible on their clothing. This is a legal requirement and is essential in the event of an emergency evacuation.

Staff must inform Admin Office if they are expecting visitors. Staff expecting visitors to see them will be called down to reception to meet them.

Parents who would like to see a member of the school staff are required to make an appointment with that staff member prior to arriving at the school. If students are on school grounds, whether it be during scheduled timetabled time or otherwise (e.g. study leave) they must wear their school uniform. The person will be issued with a Visitors Pass (sticker) if the visit is genuine.

Staff members should also wear badges at all times.

The staff carpark has limited parking bays for visitors to the school. Please park in street parking bays provided.

Parents:

Parents visiting the school are not to go directly to classrooms or teachers. There are interview rooms in the school which can be used for meetings with teachers.

Ex-Students:

Ex-students must report to the front office where Associate Principals will determine if permission is to be given for them to visit other areas of the school.