



ST PIUS X CATHOLIC PRIMARY SCHOOL

Signing In/Signing Out/Visitors Policy

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The following procedure for Signing In and Signing Out will apply at St Pius X School. This will be in effect each day from 9am –3.05pm.

Late Arrivals

If a child is running late for school **the parent must call into the office** to sign the Register and a **Blue Card** will be given to you to take to the class teacher. Children are NOT to be dropped off at the gate and make their own way to class if they are late. If you do this we will have to contact you to come back to sign the Register.

Leaving/Returning to School

If you are collecting your child during the day for appointments or personal reasons you must call into the office to sign the Register and an **Orange Card** will be given to you to take to the class/specialist teacher.

If you are returning during the day you again need to sign in and collect a **Blue Card** to take to the class/specialist teacher.

Collection of Students

If you are requiring someone other than yourself to collect your child during the day, we must have this in writing. Kindy and Pre-Primary have a book, where parents currently indicate and sign granting permission to nominated persons for collection, all other grades please ensure we have something in writing/email.

Kindy and Pre-Primary students - the teachers should be advised at drop off if someone other than yourself is collecting your child. Please try to avoid phoning in with change of pickups during the day as often teachers do not get a chance to access their emails during the day and will not see the message that has been sent to them from the office.

It is very important to follow the above procedure in keeping with the school's legal requirements and the safety of all concerned. We can't stress enough, the importance of ensuring your child's school attendance, where reasonable, is punctual, to avoid rigmarole and any inconvenience to you.

Visitors

Any visitors to our site at any time must sign in and get a Visitor's Badge. While we understand that people are just 'popping in' it is critically important that parents and friends do so.

Staff will be directed to ask parents to return to the office and collect these cards before collecting their child. This will take time to get used to so please allow sufficient time to do so.