

## **Visitor policy – NO STICKER NO ACCESS**

All visitors are required to sign in at the Office and display the visitor's sticker so it is clearly visible. Staff have been directed to tell all visitors to their rooms without a sticker to return to Admin and sign in.

Visitors are to sign out only when departing the grounds.

The following are exceptions do not require visitors to sign in:

### **STUDENT DROP OFF**

- Dropping off students in the morning before 8:30am.

Please escort them via the main entrance (Admin Gillespie Street) to the covered area under B Block. Students are to be seated and wait for the 8:30am bell.

- If you are arriving at school after the 8:30am bell, and are not staying on as a parent helper after the 8:50am bell.

### **STUDENT PICK UP**

- Please do not enter the grounds in the afternoon until after 2:45pm. Earlier entry creates a distraction for the student' and also makes it difficult to monitor who is on site. If you are collecting students before 3pm, arrangements need to be made through the Office and the students can be collected from there.

### **SPORTS DAY, WHOLE SCHOOL CONCERTS/PERFORMANCES and COMMUNITY AND INVITATIONAL EVENTS**

- Due to a large volume of visitors, sign in is not required during the specific times communicated for these events.