



SCHOOL ACCESS POLICY

Student Arrival at School

Students should arrive at school **from** 8:15am each day, enter through the front gates at the cross walk on Larkin Street and walk to the undercover area.

**** Students and parents must use the cross walk on Larkin Street and follow the attendant's instructions. ****

There will be staff supervision at the gate near the cross walk between 8:15am and 8:30am; students who are brought to school by parents will farewell their parents at the gate and walk to the undercover area. If required, Kindergarten or Pre-primary students can be walked to the undercover area by staff, however, as we value independence, confidence and organisation we encourage them to walk to the undercover area with their friends or independently.

The school bus arrives at 8:15am and students must go straight to the undercover area to be supervised.



Student Late Arrival at School

If students arrive at school after 8:40 am they are required to go straight to the office to sign in and get a late note.

Parents are welcome to take children to the office if they would prefer, however, students are able to sign in and get a late note independently.

When they have signed in, students will be given a late note and taken to class. Students in Years 1-6 will walk themselves to class and present the late note to the teacher. Students in Kindy and Pre-primary will be walked to class by a staff member.

Students Leaving School Early

Students leaving school early must be picked up through the office. They will be signed out and an early exit note written.

The School Officer will collect the student from class and bring them to the office while parents wait.

Parents and Visitors at School

Any parents who wish to enter the school for assemblies, meetings with teachers, the uniform shop, parent help etc. must do so through the front gate on Larkin Street and go straight to the office to sign in.

All visitors to the school must report to the office on entering school grounds. Visitors to the school will be required to sign the Sign In/Out Book and state the reason for the visit.

Any visitors completing work in the school must fill in the Asbestos Register before work starts.

After School Pick Up

Parents should meet students at the front gate on Larkin Street.

Students in Years 1-6 will walk to the gate independently and are allowed to leave school to go home or meet parents.

Students in Pre-primary and Kindy will walk to the gate with a staff member and will not be allowed to leave the school grounds without a parent/carer to take responsibility for them.

Older siblings may collect Kindy or Pre-primary students and take them home only if they have obtained clearance from the Principal.

Signatures

This policy was last ratified by the Kambalda Primary School Council on

July 2020

