



Procedures for All Visitors to the School

A visitor is deemed to be any person who has no direct association with the school and is on the premises for the purpose of meeting with a staff member.

All visitors to St Thomas's School must report to the school office.

The visitor will be required to do the following:

1. If the visitor is going to be on site for a period of time, they must register their details, along with who they are visiting, on the tablet.
2. They will then collect a visitors' badge from the office staff and wear this during their time on site.
3. They will then wait until the person they are visiting collects them from the office or will be taken to where they are going by a member of staff.
4. When leaving they will return their visitors badge and sign out on the tablet.

Parents who come to school during the day to take their child home must sign their child out on the tablet and then take the ticket to the class teacher before they take their child.

No student will be given permission to be removed from school by any person other than their parent, caregiver or persons on their emergency contact list unless written permission is received by the office. Students cannot sign themselves out.

Reviewed June 2021