

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. If they are new to the school and moving around the school site they must collect a visitors badge from the office 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.
5. Regular visitors e.g. Ministry of Education staff must wear their own identity badges while on site.

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 remove their child. Students cannot be signed out during morning break or lunchtime, so if they have an appointment, please pick them up before morning break (10.30am – 10.50am) and lunch (12.30pm – 1.30pm).

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 the office staff can contact the parent or caregiver to confirm the identity of the person who wishes to remove the student and the Parent / Caregiver approves the removal.

Ratified by Board

Signed N. C.

Date 29/10/2024.