



# TIRIMOANA SCHOOL

## PARENTS AND VISITORS TO THE SCHOOL

### RATIONALE:

This school is committed to providing a safe, structured learning environment for children and staff, free from unnecessary or unwelcome interruption.

### PURPOSES:

1. To ensure children are safe and uninterrupted in their learning.
2. To ensure staff can carry out their duties with a minimum of interruptions.
3. To always ensure that only authorised personnel remain on school property during school open hours.

### GUIDELINES:

1. All commercial and professional visitors to the school must first announce themselves at the office.
2. On arrival such visitors will be greeted by office staff where they will be requested to sign in and receive a printed visitors label. They will then be escorted to the designated member of staff to whom their visit is relevant. The principal will be informed of all such visitors to the school.
3. Access to children by parents during school hours is at the discretion of the principal or his/her nominee.
4. All parent visitors are expected to vacate classrooms by 9 o'clock to enable lessons to begin and should not re-enter classrooms until the end of the school day, unless invited to.
5. Authorisation for invited parent helpers and community helpers must be granted by the principal or his/her nominee.
6. All regular visitors and helpers in the school will be introduced to staff at morning tea break by the principal or his/her designated nominee.
7. Requests by parents for formal appointments with teachers should be made in advance.
8. Unauthorised visitors to the school will be asked to introduce themselves at the school office or be asked to leave the school grounds during the hours 9.00am to 3pm.
9. The principal and Board reserve the right to deny access to any person visiting the school should the safety of any child or staff member be threatened or should the normal operation of the school be interrupted in any way.
10. All staff share the responsibility of ensuring that no unauthorised person remains unchallenged on school property during school open hours.
11. Authorisation for parents to remove a child during school hours must be granted by the principal or his/her designated nominee.
12. All regular parent helpers or helpers from the Community are required to have a police vet as per the Vulnerable Children's Act of 2015, and to complete an orientation with a member of the SLT team.

### CONCLUSION:

This school recognises that one of its primary concerns is to ensure the safety and security of pupils and staff during the school day. This school also recognises that parent and community helpers can contribute positively towards children's learning and school activities in partnership with and invited by teachers.