

22 September, 2016

Dear Parents and Caregivers,

RE – IMPORTANT CHANGES TO SCHOOL PROCEDURES

West Pennant Hills Public School is committed to providing a safe and secure learning environment for all students and staff. The school regularly monitors, rehearses and reviews safety plans and procedures.

A recent review of the school's visitor management procedures has resulted in an update of our current procedures.

Commencing Term 4:

- On arrival at the school all visitors including parent helpers, volunteers and contractors are required to report to the school front office (*this does not apply to parents attending a School Assembly, Open Day or Grandparents Day*)
- Everyone visiting the school is required to sign the Visitors Book located at the front office and wear a dated visible visitors label
- All volunteers in the school, even regular visitors, must sign in and out at the front office and wear a dated visible visitor label
- Staff will direct any person without a visitor label back to the front office to sign the book and collect a label
- All school entry gates with the exception of the main front gate will be closed after the morning bell and re-opened before school is dismissed
- All access to the school will be solely through the main front gate via the office.

Thank you in anticipation for your support in ensuring the safety of our school community.

Yours sincerely

Donna Harris
Principal