

STU013 - STUDENT SIGN IN / OUT PROCEDURE

CONTEXT AND PURPOSE

Willunga Waldorf School has a legal and moral duty of care for its students and needs to know where they are at all times whilst in our care. This procedure supports the School in fulfilling this duty of care. It also supports compliance with current legislative requirements regarding the maintenance of accurate student attendance records; enhances safety and security by allowing the School to respond effectively in emergencies; and assists in the monitoring of access to school grounds. Additionally, the process strengthens communication between parents and the School, particularly when students arrive late or leave early.

SCOPE

This procedure applies to all Willunga Waldorf School students and families from Kindergarten to Class 12.

For the purposes of this document, with the exception of providing authorisation for early departure of a student, "parent" encompasses any adult who drops off or picks up a student.

PROCEDURES

Students are required to sign in /out in the following instances:

- If they arrive after 8.55am.
- If they leave the school prior to the end of the school day for any reason.
- Students are also required to sign back in if they return before the end of the day.

1. LATE ARRIVALS

Parents and students must report to the Front Office if they arrive late – that is, after 8.55am.

1.1. Early Childhood (ECH) and Primary School (PS)

Parents dropping off their child must:

- Sign them in on the paper register.
 - NB: Jacaranda, Hollyhock and Golden Wattle students also need to be marked in the individual kindy/reception book.
- Receive a Late Arrival Tag.
- Send their child to their classroom. (Exceptions are made for Class 1 and new students who may need their parent to take them to the classroom).
- Provide the teacher with the Late Arrival Tag.

Students arriving late on their own must also report to the Front Office. They then must:

- Sign in on the paper register.
- Receive a Late Arrival Tag.
- Go straight to their classroom.
- Provide the teacher with the Late Arrival Tag.

Teachers must ensure that the parent or student provides a Late Arrival Tag to indicate that they have signed in at the Front Office. *Parents or students will be asked to report to the Front Office and collect the Late Arrival Tag if they are unable to present it to the teacher.* The teacher is to collect the Late Arrival Tag and return it to the Front Office before the end of the day.

1.2. High School (HS)

Parents dropping off their young person must:

- Sign them in electronically.
- Send their child straight to their classroom.

Students arriving late on their own must also report to the Front Office. They then must:

- Sign in electronically.
- Go straight to their classroom.

2. EARLY DEPARTURES

Planned early pick up by parent or another authorised person*:

If a parent requests their child to leave school prior to the end of the school day, the request must be made:

- With a written note to the school requesting early departure, stating the time of departure and reason – this can be done via email to office@wws.sa.edu.au, SMS to 0438 838 556 or the parent app's Absentee function; or
- With a phone call to the school on 8556 2655 requesting an early pick up, stating the time and reason.

Students must come to the Front Office and wait there to be collected by their parent or other authorised person.

Unplanned early pick up by parent or another authorised person*:

Where a person* arrives at the school to pick up their child or young person, they must:

- Report to the Front Office in person.
- Sign out their child or young person (on paper register if in ECH and PS; electronically if in HS).
- Ask the front office staff to call over to the classroom and have the student meet them at the office.**

Early departure by students – Classes 11 to 12 only

If a student has received permission to leave school early, they must:

- Report to the Front Office staff, who will confirm they have permission to depart early.
- Sign themselves out.

Front Office staff will then adjust the student's attendance record in SEQTA.

* Parents/legal guardians must inform the Front Office if someone other than them is collecting their child early from school. Unless the school has been advised otherwise, students can only be signed out early into the care of their parents/legal guardians.

Special authorisation requirements exist for Kindergarten children – please refer to the relevant Early Childhood policy.

** In the event of an unplanned early pick up, please be aware that it may take time for the student's class to be notified and the student to make their way to the office.

3. RECORD KEEPING

The School has a legal obligation to keep accurate records of student attendance. These records are maintained and updated by the School Office Supervisor and/or Receptionist on a daily basis. Absentees are entered into our online student system SEQTA, and all supporting notes are attached to the applicable attendance register.