



# TATHRA PUBLIC SCHOOL

Bega St , Tathra, NSW 2550  
6494 1291 tathra-p.school.nsw.edu.au



Centenary  
1912 - 2012



# V I S I T I N G T P S

## SIGNING IN PROCEDURES

Due to changes in Work Health Safety legislation the school is now responsible for briefing all visitors, volunteers and contractors that come on site in relation to the schools WHS procedures.

As a direct result all visitors, including parents, are required to:

- enter the school by the front gate only.
- make contact with office staff to let them know of your arrival and the purpose of your visit.
- complete fully the 'Visitors Sign In/Out' form.
- read the schools safety briefing brochure.
- wear a visitors pass.
- only visit the area that you have indicated on the form.
- make contact with office staff to let them know of your departure.
- sign out.

## ADDITIONAL PROCEDURES

Let's work together to ensure all our school community is safe.

### Signing Students Out:

- advise office staff and fill out appropriate form.
- student will be contacted and meet you at office.

### Morning/Afternoon Assemblies:

- parents must sign in using clipboard outside office.
- parents are to wait at assembly area, not visit classrooms.

### Dropping off a Student's Belongings:

- parents will leave these at the office and office staff will ensure the items are given to your child.