



Parent Presence on College Grounds Procedures

Effective Date	August 2020
Review (Date & Staff)	As required
Associated Documents	CSNSW COVID Safe documents NSW State Government requirements

Rationale

On August 18, Catholic Schools New South Wales released an [updated list of requirements](#) to ensure schools remain COVID safe. These restrictions were in line with the guidelines determined by the NSW State Government and published on August 17. Of greatest relevance to this document was the determination that parents and non-essential visitors are not permitted on site.

Procedure

A number of current practices involving parents and carers attending the school site will be dramatically altered. Scenarios involving parents on-site are listed below with the new procedures listed.

Current Procedure	Updated Procedure
<p>Signing students out early <i>(current procedure sees parents or carers walking to the office and signing the student out)</i></p>	<p>If a student needs to leave school early for any reason with parental or care-giver permission, parents are now required to call the office upon arrival in the car park. The student will be either summonsed from class or instructed to walk to the pick-up area if they are waiting in the office. Students will not be accompanied by a staff member to the pick-up area.</p>
<p>Signing student into school who may be late <i>(currently, although not required, some parents or carers will walk their child to the Office and sign them in. This is not a requirement currently but a practice amongst some)</i></p>	<p>There is no need to walk a child who is late to school to the office. Students must present to the Student Reception with their diary where they will be signed in. Students should have a note from their parents explaining why they are late to school.</p>
<p>Students who are ill or injured <i>(current procedure would see the parent or carer walk to the office and collect their ill or injured child and sign them out)</i></p>	<p>If a student is ill or injured and unable to remain at school, the College will contact a parent or carer to collect their child and the parent will need to phone the College office when they arrive in the car park. The student will be either walked to the car park or placed in a sanitised wheel chair and taken to meet their parent or carer.</p>

<p>Interviews with parents or carers relating to a student concern</p> <p><i>(current procedure involves the parents making an appointment through the office staff with the appropriate staff member and the meeting occurring somewhere in the College administration block)</i></p>	<p>All meetings relating to a student concern will now occur via Zoom or over the phone. We are not in a position to conduct face to face interviews.</p>
<p>Uniform Shop Access</p> <p><i>(current practice sees parents walk to the uniform shop via the College walkway and access the shop)</i></p>	<p>Parents and carers will still be permitted to access the uniform shop but must go straight to the shop to ensure interaction with students does not occur. As the uniform shop is our only means of providing a sales point for families, this is the only allowance relating to parents on site. Alternatively, please ring the Uniform Shop (075523 9300) during business hours and organise payment and sizes and your child can collect the items.</p>
<p>Messages or deliveries to students</p> <p><i>(current practice is that some parents may walk to the office to drop off forgotten materials and leave items with the office staff. Office staff then pass these items onto the student)</i></p>	<p>If items need to be provided to a child, please call the office as you arrive in the car park (please do not contact your child directly). An office staff member will contact your child in class who will then go the car park to retrieve the item being delivered.</p>

Singage will be placed along the entry to the College reminding parents and carers of our expectations. Please ensure you adhere to these requests.