



## GROUNDS POLICY



- ❖ All visitors and volunteers are required to report to the school office and sign in - entry is subject to the terms and conditions specified
- ❖ After hours use of school grounds and facilities requires prior approval from the Principal
- ❖ All staff requiring after hour access will be issued with a key and security key - recipients are subject to the terms and conditions under which the authority to hold keys is issued
- ❖ Students must not come to school before 8.00am unless prior arrangements have been made with the school office
- ❖ Students must be collected before 3.00 pm unless prior arrangements have been made with the school office
- ❖ Contractors and deliveries outside of school hours should make arrangements for access and security with the school office - a bond may be charged for the issuing of keys
- ❖ Students outside of school hours are not permitted in the grounds unless for organised school events or events that have been arranged through the school
- ❖ Unauthorised entry to school grounds may lead to prosecution