

# St Patrick's Parish School, Albury

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19th March, 2019

## Student Sign In & Sign Out Procedure

Dear Parents & Guardians

We have now completed the installation of a new student management system in our School Office, which will see us comply with our requirements under the Education Act.

Parents would be well aware that school commences for all students at 8.50am. We understand that very occasionally, something may occur that means that the family is running late. Commencing from Monday, 25th March any student who has not arrived at class by 9.00am (note this is to class not just in the school) will be required to check in at the Office to be electronically signed in by their Parent or Carer and receive a pass that is to be given to their classroom teacher.

Staff have been instructed that any student who arrives after 9.00am without a pass, should be returned to the Office. The parents will then be contacted and asked to return to school to sign them in. Parents will also be required to supply a written explanation as to why the student did not attend school at the correct time, simply stating arrived late, is not considered by the authorities as a satisfactory response. The system also tracks the number of times that students are late and these statistics are reported monthly to Catholic Education Wagga, who forward this information to State authorities.

Students who need to leave the school early also need to be signed out and a slip is printed electronically which will be provided to the classroom teacher. If a student returns to school they also need to be signed back in and the return slip given to the teacher.

Thank you for your assistance with this matter.

Kind Regards

A handwritten signature in black ink, appearing to read 'Liz Johnston'.

Liz Johnston  
Principal

***Alone we can do so little. Together we can do so much.***  
-Helen Keller