



24 June 2011

Dear Parents,

### **CHANGES TO PROCEDURES FOR VISITING THE SCHOOL**

In an effort to ensure that we are meeting Occupational Health and Safety guidelines and to ensure the welfare of all students and staff at Glenmore Road Public School, there will be a change to visitors' procedures as of this Monday 27 June 2011.

All contractors to the school site are currently required to wear ID and sign in. We are now requesting that parents visiting the school outside of normal drop off and pick up times (i.e. 9.25am-3.30pm) report to the office. Parents will be required to sign in as a visitor and wear a visitor sticker for the duration of your stay, of course whole school events or assemblies are exempt.

I am sure you will agree with me that the small inconvenience of visiting the office far outweighs the safety and welfare of students, visitors and staff.

I wish to thank you in advance for your cooperation.

Stuart Crawford  
Principal

