



# How it Works: Student Sign in and Sign Out

## Objective

At Macquarie Primary School we recognise that student safety and wellbeing is a precondition for learning and success. We work with parents and carers to ensure we know of student's safe arrival or early departure from school. Adequate record keeping for late arrivals and early departures ensures safety of all students on site should any emergencies occur.

## Process

All Class rolls are marked the start of every morning and every afternoon session.

### Late Arrivals

If a student arrives late to school the following procedures are followed to ensure attendance records are accurate.

- The student reports to the school office with a parent/carer.
- The parent/carer signs the student into the sign in folder at the office.
- Once signed in, the student collects a red laminated "Late Slip" to give to their teacher. This provides reassurance to the teacher that correct procedures have occurred.
- Each day, teachers return "Late Slips" to the office in their note/money bag.

### Early Departures

If a student departs from school before 3pm, the following procedures are followed to ensure attendance records are accurate.

- The student's parent/carer signs them out in the sign out folder at the office.
- Once signed out, the parent/carer or student gives a "Sign Out Form" to the class teacher. This provides reassurance to the teacher that they have been correctly signed out at the office.