

# Jamestown Community School

## Community Access and Visitation During Learning Time Policy

*DRAFT*

*To be reviewed in 2014*

Within the principles of a community school all members of our community are encouraged to utilise the facilities made available at Jamestown Community School. However, we reserve the right to protect the learning time of our students by limiting the disturbance and distraction of this learning time.

### **Community Support**

All classes will be supportive of community requests to be involved in community events. However, in order that we protect the learning time of students, community request are to have enough lee-time as to be written into the learning programs. For some community events this may not be possible and we request that the community respect our decision should we decline to be involved.

### **Visitation Rights**

Access to the school through pre-arranged rosters/meetings/student drop/learning programs, does not require specific validation by front office staff although, for extended periods ie Canteen, learning programs we require visitors to sign-in through the front office under OHS & W precautions.

Whole school events ie student assemblies, sporting events, do not require parents to sign-in as visitors.

Access to students and staff during the designated learning time (8:30-4:30) is required to be validated by front office staff. Access to staff, if it is of a professional nature regarding the well being of a child, is best achieved through a pre-arranged meeting or phone call via the front office staff.

It would be appreciated that for parent/caregiver access to their child, that has not been pre-arranged, a prior phone call to the front office would greatly assist our process of organisation. Parent/caregivers unfamiliar with our processes will be encouraged to speak to the duty teacher prior to any student access.

Access to students by friends and associates during the designated learning time is strongly discouraged and social visits will not be sanctioned.