



WILLIAMSTOWN PRIMARY SCHOOL

Visiting Arrangements for Previous Students Policy

1. PURPOSE

To outline the processes that Williamstown Primary School will follow when previous students (ex-Willy Kids) request to visit the school on operational days.

2. SCOPE

This policy applies to all ex-students of Williamstown Primary School.

3. PROCEDURES FOR IMPLEMENTATION

We love to welcome back ex-students to Willy Primary. To ensure that visits work well for all concerned, returning students are asked to:

- Pre-arrange their visit with the school office, who will then coordinate dates between the family and teacher.
- Ensure contact details of students' guardians/carers are made available prior to the visit.
- Sign in at the school office on arrival and sign out on departure.
- Not use mobile phones whilst on the premises.
- Not leaving the school grounds without signing out.
- Live up to all Willy Kid behaviours and values, and enjoy their time with other Willy Kids

All students are welcome to attend the school from 10:30am, through recess until 11:30am when they must be collected by an adult.

Children who have not pre-arranged their visit will unfortunately not be able to attend on that day.

5. REVIEW AND POLICY HISTORY

- This policy is due for formal review in April 2024 although it may be changed at any time as required after discussion with School Council and the Principal or if guidelines change.

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
April 2020	New policy	No	No	Not required