



WILLIAMSTOWN PRIMARY SCHOOL

Visiting Arrangements for Previous Students Policy



Help for non-English speakers

If you need help to understand the information in this policy please contact Williamstown Primary School 9397 1248.

PURPOSE

To outline the processes that Williamstown Primary School will follow when previous students (ex-Willy Kids P- 6) request to visit the school on operational days.

SCOPE

This policy applies to all ex-students of Williamstown Primary School who are still attending Primary School.

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.
- No use of 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.



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COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website

POLICY REVIEW AND APPROVAL

Policy last reviewed	April 2024
Approved by	Principal
Next scheduled review date	April 2028

Policy History

Version Approval Date	Summary of changes	VRQA Requirement	DET Mandated Policy	School Council Input
April 2020	New policy	No	No	Not required
April 2024	Update	No	No	Not required