



School security and the collection of students

3e International understands that the safety of your child is paramount. As such, we would ask that you observe the following security policy when collecting your child or entering the school:

3e Security Policy

All 3e students will have a 3e security ID card made when they start school. This is held at the security office at the main gate. This ID card contains the student's general information (name, class, emergency contact) and a photograph. It also contains the photographs of parents/guardians and carers (e.g. grandparent/ayi/driver) who have permission to collect the child from school. **Parents must provide these photographs!**

If there are any changes or additions to the people you wish to be able to collect your child from school, please advise the school **immediately** and accompany this person to the school so that a photograph may be taken and new ID card validated.

When collecting a student from school, parents/carers will be cross-referenced with the photographs and names on the student's 3e ID card at the main gate's security check.

If, for any reason, someone other than a person whose photograph appears on the 3e ID card, is to collect the student from school, please telephone the school during the day giving prior notice. On collection, the visitor collecting the child must present some photo identification. If there is any confusion, a 3e representative will call the parent/guardian of the child (from the telephone number on our records) and confirm the visitor's identity. Only then will the visitor be allowed to take the student off school premises.

We would also ask you to supervise young children very carefully on and near school premises when dropping off/collecting a student. Children should never be allowed to run freely in car park areas. Please do not bring dogs within the school grounds (if necessary dogs may be left tied up near the main gate at the security office).

Agreement

In accordance with 3e school policy, all parents must abide by the above security policy. Please complete and sign this letter in the space provided below and return to the Admissions Office. It is recommended that you keep a copy of this policy for future reference. If you have any questions, please contact us on 6437 3344 ext 123/127.

I/We, the undersigned, agree to abide by 3e International Kindergarten's security policy as detailed above:

Father's signature

Father's name

Mother's signature

Mother's name

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Date (dd/mm/yy)