



Monday 7 December 2020

Dear Parent/Carer

Vincentia High School welcomes all visitors to our school. Student safety and education remains our priority. This letter is to inform you that the gates at the top of the driveway for vehicle and pedestrian access will be operated electronically from the start of the 2021 school year.

The pedestrian gate will be closed between 8.15am and 2.15pm with access gained by an intercom button to the front office. This is to ensure that only approved persons enter school grounds and so that the school has a record of all visitors in case of an emergency. All visitors to the school are required to sign in and out at the front office.

If a parent wishes to speak with a staff member an appointment can be made by phoning the school on 4441 6766, this will allow for an appropriate time to be scheduled and a meeting space booked. Visitors to the Uniform Shop and canteen volunteers are required to sign in and out at the office.

The vehicle access gate is for staff, emergency vehicles and contractors. The top carpark will be for staff only, students and parents can drop off/pick up or park in the front carpark or across the road at the Leisure Centre. These changes will improve traffic flow in the bus bay area before and after school.

This project has been endorsed by our P&C Committee. If you have any concerns or require more information please contact the school.

Mrs Ruth Winfield

Principal
Vincentia High School