



LA SALLE COLLEGE

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29th February, 2016

To Whom It May Concern

Greetings.

I am writing to notify all individuals and/or organizations that have regular bookings and or access to the La Salle College campus that beginning from March 1st the College Security Guards, under the College's instruction, will require all those who enter the campus to sign in and out. This small change is to ensure the College is compliant with all safety expectations and regulations. If there is an emergency the College would be required to provide police or emergency staff with some basic information regarding who may be on the campus.

For sports teams training on the campus the College asks the Teacher in Charge (TIC) to sign his or her name and details and the number of students. In an emergency we would seek further information from the TIC and/or organization.

Parents, visitors and guests most of whom would be associated with meetings or business matters of the College and who are more likely to enter the school proper, would be issued with a 'Visitor' badge.

PTA Executive members and Old Boys are also asked to sign in and out but will not be issued a 'Visitor' badge. Details regarding Old Boys who return to the College and attend sports on Sundays are yet to be confirmed. Old Boys will be notified at a later date if there are to be any changes to past arrangements on Sundays.

If in the situation of an earthquake, fire, gas leak, or lock-down etc. the College would be required to know who is on campus. At the moment if such an event were to occur we would not have a complete record of who was on campus if authorities asked (in addition to class roles). The College does not wish to impose or create unnecessary administration or bureaucracy and therefore appreciates your understanding.

Sincerely,


Br Steve
Principal (La Salle College)