



 (65) 6750 4636
 enquiries@safetynetasia.com

for Schools, Colleges & Academies
Expert Visitor and ID Management - Education Edition



Always welcoming

Always innovating

Always value for money





“ Raise your SAFEGUARDING score to OUTSTANDING, with our tried and trusted solutions ”

The right solution for every stage of need and budget.



Always take reasonable steps to ensure that pupils are safe on the school site, for example by monitoring visitors or volunteers or those using the premises during school time

 (65) 6750 4636

 (65) 6750 4635

 enquiries@safetynetasia.com

www.safetynetasia.com



All under one roof

From **Visitor Books** to access control, **Wristbands** to traditional **One-Write** systems. Through to **ID management** & the complete manned or unmanned electronic solution which is **SkyVisitor** Safetynet's market leading software

Walker Street Primary School

Welcome to our School
Please show this slip to the
authorised staff/CONCERNED
parent on arrival at the school.
Please wear visibly throughout your stay
and return to the School Office on leaving
the premises at any time.



VISITOR 004

Welcome to our School We hope you enjoy your visit and, as a Visitor,
your safety and wellbeing during your visit is important to us.
Please note that you also have a legal duty to care for the Health &
Safety of yourself and others and you will be responsible for the
following during your visit:

HEALTH, SAFETY & EMERGENCY: If you have a health condition please
leave the building by the nearest safe exit and proceed to the
Assembly point of the Registered Fire risk in either the building used
you are visiting or the main school.
Please report any illness, injury or accident or near miss to the School
Office immediately to the appropriate authority who will be alerted.
SCHOOLING: is not permitted anywhere in the school building or
grounds.
Please note that the school cannot accept any responsibility for any
loss or damage to your PROPERTY or vehicle whilst on the premises.



Site Safety & Security

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Schools need site security arrangements. Effective arrangements should exist for registering visitors to the site and helping them to feel welcomed rather than scrutinised.

Pupils should be aware that visitors must wear identification badges issued by the school and they should be cautious of anyone in the school who is not wearing a badge.

Similar levels of security should be in place for contractors working on site, with schools checking their identity carefully.

(65) 6750 4636



Why maintain a Visitor Management System?

Choose from our range of Robust and Reliable systems to maintain an effective awareness of Visitors, Compliance with Workplace Safety & Health legislation and valuable Record Keeping.

Choose from simple Paper Based Pass systems requiring minimal input from School staff, to comprehensive, yet easy Electronic solutions enabling shared communication across relevant parties....

All promoting the School's Brand and presenting the School's commitment to safety and well-being.

Paper Pass Solutions

Ideal for low numbers of visitors

IMPORTANT NOTICE TO ALL VISITORS

The Visitor Book and Fire Register is provided in the interests of your safety and well-being. Your attention to the following is kindly requested.

Please complete all details on the next available pass and ensure the pass is worn visibly throughout your stay.

Binder Visitor Book - order code: ITM-00001019

A loose-leaf record keeping book displayed in a professional black padded binder.

Size: W 335mm x H 230mm

Visitor details printed on both sides.

20 entry lines per side on 50 sheets

This is a basic record keeping stationery book which lists all visitors clearly, Please note this book does not offer any data protection, or advise of any Health and Safety information.

Standard entry fields including date, name, company, vehicle registration, visitor host, badge number, and time in and time out.

Also available branded with option for adding H&S



Multi Pass Book

- order code: ITM-00000925

A 10 per page pass system holds all Health and Safety material on the reverse, ensuring every visitor is aware of procedures.

Size: W 235mm x H 305mm.

Standard entry fields

including name, company,

visitor host, date, time in and vehicle registration.

Ideal if you would like all the benefits of the Visitor books but would also like the added benefits of data protection and reporting. Also available branded with school logo



In 'One-Writing' complete a personalised visitor pass and update your Visitor Book & Fire Register.
You can never have issued a pass without having a record of it..

(65) 6750 4636


- ✓ Secure Visitor Pass
- ✓ Health & Safety Information Issued
- ✓ Fire Register maintained
- ✓ Data Protected

'One Write' NCR Visitor system

Everything you need to welcome your visitor to your school and ensure their safety.

'One Write' includes notification of Health and Safety instructions and Fire Register, whilst a data protection sheet keeps visitors' data confidential.

All our signing-in systems can be customised with your name, colour and logo.

FREE COLOUR FOR SCHOOLS
there are some restrictions - to check
please call: (65) 6750 4636

Welcome your visitors in full colour at no extra cost

VISITOR BOOK & FIRE REGISTER

DATE	NAME	TO SEE	V	P	C	O	REPRESENTING	SIGNATURE	TIME IN	PASS No.	VEH. REG.	TIME OUT
DATE	NAME	HOST					REPRESENTING	SIGNATURE				

WELCOME TO OUR SCHOOL
NOTICE TO VISITORS

1. Your safety and well-being during your visit are important to us. Health and safety instructions are provided on the back of your pass. Please read these carefully and follow the instructions.

2. Please do not smoke on school premises.

3. Please do not drink alcohol on school premises.

4. Please do not use mobile phones on school premises.

5. Please do not use the school's IT facilities.

6. Please do not use the school's vehicles.

7. Please do not use the school's equipment.

8. Please do not use the school's facilities.

9. Please do not use the school's resources.

10. Please do not use the school's services.

PLEASE WEAR YOUR PASS AT ALL TIMES AND RETURN IT TO THE SCHOOL OFFICE ON DEPARTURE

Pass No. _____

PLEASE RETURN YOUR PASS TO SCHOOL OFFICE ON DEPARTURE

**WEL
TO OUR**

**IMPORTANT
FOR ALL**

This school is committed to the welfare of children and young people. Volunteers and staff in the Visitor Pass System is a security of the school and its up-to-date record &

Please complete all required data and wear the pass visibly

Please familiarise yourself with its signature indicates that they have

Please ask your host if there is

Contractors must not commence work to their host and ensure that an documentation is

All Visitors and Contractors must not return on departing the premises as we maintain an accurate and is

THANK YOU FOR CO-OPERATION

VISITORS' BOOK & FIRE REGISTER

DATE	NAME	COMPANY	TO SEE	V	P	C	O	REPRESENTING	SIGNATURE	TIME IN	PASS No.	VEH. REG.	TIME OUT
DATE	NAME	COMPANY	TO SEE					REPRESENTING	SIGNATURE				

WELCOME TO OUR SCHOOL

1. Your safety and well-being during your visit are important to us. Health and safety instructions are provided on the back of your pass. Please read these carefully and follow the instructions.

2. Please do not smoke on school premises.

3. Please do not drink alcohol on school premises.

4. Please do not use mobile phones on school premises.

5. Please do not use the school's IT facilities.

6. Please do not use the school's vehicles.

7. Please do not use the school's equipment.

8. Please do not use the school's facilities.

9. Please do not use the school's resources.

10. Please do not use the school's services.

PLEASE WEAR YOUR PASS AT ALL TIMES AND RETURN IT TO THE SCHOOL OFFICE ON DEPARTURE

Pass No. _____

PLEASE RETURN YOUR PASS TO SCHOOL OFFICE ON DEPARTURE

Off the shelf Schools Pass System

- order code ITM-00000881

Off the shelf 'One Write' system, includes notification of Health and Safety instructions and Fire Register, whilst a data protection sheet keeps data confidential. Standard entry fields including date, name, host, visitor type e.g. Visitor/Parent/Contractor/Other, representing, signature, time in, vehicle registration, pass number.

Customised Schools Pass System

All the features of off the shelf but with the added benefit of making it your own. A fully personalised system to proudly promote the image of your school, charter marks and achievements, making that all important first impression.



FREE COLOUR FOR SCHOOLS

there are some restrictions - to check please call: (65) 6750 4636

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Ready for Electronic Solutions?
Welcome to

SkyVisitorTM 

(65) 6750 4636



SkyVisitor is a complete solution for Visitor Management,
Control of Contractors and Staff & Student ID.

Linking with Access Control systems, it can provide reliable
Time & Attendance reporting for Teaching Staff, Supply & Staff & others.

Build up the functions as you need them whilst
keeping it simple at all times.

(65) 6750 4636



Manned



Unmanned



Electronic Solutions

✉ enquiries@safetynetasia.com

Passes & Printers

In helping you choose the right pass and printer we consider:

- Print Speed
- Pass Design / Colour
- Ink Cost

versus

- Ink Free monochrome
- Printers
- Environment
- Material
- Function
- Return

Add ID card

- Staff
- Volunteer
- Governor



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SkyVisitor

SkyVisitor can be installed on your existing PCs as long as they meet the specification.

Alternatively SafetyNet can supply an installed a complete solution including all hardware.



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Interface SkyVisitor & Access Control

We deliver a simple & fluid interface to provide an access badge to visitors & contractors and provide a single user interface for assigning new tokens to staff; to give them access to the right areas of your premises efficiently and easily.



SkyVisitor & Access Control systems allow more check in options:

- Personal Touch
- QR code scan
- TouchScreen
- Phone Call
- Desktop Reader
- Wall Reader
- PIN Code
- Finger Biometrics





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printed lanyards



access cards



custom printed lanyards



key fobs



printed pvc wallets



wristband printers



coloured cardholders



electronic systems -
temporary paper passes



staff id cards



re-useable badges



name pin badges



pre-printed
wristbands

Printing solutions **Issues and Considerations**

We can supply printers, software and consumables for you to create and manage your personalised staff identity cards on-site. Demonstrating awareness of site safety and improving your safeguarding procedures.

Flexible, versatile investment - create an extensive range of cards.

1...2... **3 steps and you've got a card** - with all manner of uses.

Require Staff cards?

How about Visitor or Volunteer passes?

...Sports Clubs... Student membership cards... library cards...

After-school clubs.....

Cashless vending cards etc.



(65) 6750 4636



Fully personalised staff id

Walker Street Primary School



K051 JG H

Valid until end: July 2015

AUTHORISED PARKING

AND cards for every purpose

Walker Street Primary School



ONLY
VALID
WITH
TIME
SPOT

Card No: 004

AUTHORISED ABSENCE

Early Birds After School Club

Name: Chloe Phillips

Pass Number: 00127845

Expiry date: 19/07/15



(65) 6750 4636



Desktop Card Printers

Everything you need to print your personalised ID cards, from simple colour business cards to full colour holographic laminated cards.

We can offer a wide range of printers, complete with all consumables and peripherals, to suit your print needs and budget.

Not sure where to start? Our knowledgeable team will talk you through the choices of printers available, to find the right one for you.

[Please call for latest information regarding printer bundles and trade-ins.](#)

Consumables

We supply all genuine ribbons and consumables for the full range of printers offered. Ribbons / Laminates / Transfer film / Cleaning kits / Blank cards.

[Please call for latest prices.](#)

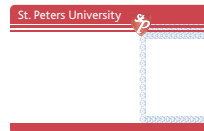


Printed cards

We can accommodate any request to suit a huge variety of applications using a wide range of technologies. We can design and print from small bespoke volumes up to large generic card orders for personalisation later.

To help you make the right choice for your requirements we have given a guide to the different advantages of each card printing service.

printed card advantages	pre-printed	bureau	on-site
finest quality print	•		
cost effective for large volume print runs	•		•
cost effective for low volume print runs		•	•
pantone colour matched	•		
complex imagery and designs	•		
full design service	•	•	
hassle free - we do the work	•	•	
saves wear and tear on your printer	•	•	
frees up your company resources	•	•	
full control			•
instant issue of cards	•	•	•
flexibility to change design instantly			•
flexibility to change database instantly			•
option of printing onto preprinted stock		•	•
visible security watermark - Holokote		•	•
integrated security features	•		



example: pre-printed generic card.
Complex designs, pantone matched colours can all be achieved with a high quality pre-printed card.



example: pre-printed generic card personalised on demand.
Details such as text, membership numbers, barcodes, expiry dates can be added later.



Lanyards

A comprehensive range of lanyards available in a variety of colours, fabrics, fixings and breakaway features. A comfortable solution for displaying id.

Plain colour lanyards are available to your preference.
An extensive range of pre-printed lanyards are also available.

Stock plain lanyards

Opaque plastic breakaways are standard on all our 10mm plain lanyards. With a choice of clear plastic hook, metal swivel hook, metal lobster hook or black plastic slide hook.
In addition we offer a 15mm lanyard with a metal swivel hook - all with black safety breakaway.




Combination lanyard and yoyos - "lanyos" available with black plastic breakaway.

All lanyards packed: 100

Colours	plain lanyards			
	Plastic clip 10 mm	Metal swivel hook 10 mm	Metal lobster hook 10 mm	Black plastic slide hook 10mm
black	ITM-00000126	ITM-00000096	ITM-00000101	ITM-00005015
dark navy	ITM-00000135	ITM-00000108		
navy blue	ITM-00000946	ITM-00000107	ITM-00000103	ITM-00005014
royal blue	ITM-00000127	ITM-00000117	ITM-00000104	ITM-00005013
purple	ITM-00000138	ITM-00000115	ITM-00000970	ITM-00005012
dark green	ITM-00000128	ITM-00000099		ITM-00005011
green			ITM-00000102	
red	ITM-00000139	ITM-00000116	ITM-00000105	ITM-00005010
pink	ITM-00000137	ITM-00000114		ITM-00005009
orange	ITM-00000136	ITM-00000113		ITM-00005008
yellow	ITM-00000142	ITM-00000122	ITM-00000106	ITM-00005007
grey	ITM-00000632	ITM-00000100		ITM-00005006
white	ITM-00000141	ITM-00000121		ITM-00005005

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printed lanyards	  				
	White text	Colours	Metal swivel hook 10mm	Metal swivel hook 15mm	Black plastic slide clip 15mm
VISITOR	royal blue			ITM-00000154	ITM-00000161
VISITOR	red		ITM-00000120		ITM-00000160
VISITOR	black				ITM-00000985
VISITOR	green				ITM-00000944
STAFF	royal blue		ITM-00000118	ITM-00001476	ITM-00000156
STAFF	red			ITM-00002424	ITM-00000158
STAFF	black				ITM-00000984
STAFF	grey			ITM-00000153	ITM-00000157
CONTRACTOR	royal blue				ITM-00000144
CONTRACTOR	red			ITM-00000151	ITM-00000147
CONTRACTOR	green		ITM-00000972		ITM-00000146
CONTRACTOR	grey				ITM-00000145
STUDENT	black				ITM-00000159
STUDENT	lilac				ITM-00000140
STUDENT	grey		ITM-00000119		ITM-00000228
GOVERNOR	orange				ITM-00000989
GOVERNOR	black				ITM-00000988
PARENT	black				ITM-00000155
DELEGATE	black				ITM-00000150
TEMPORARY	green				ITM-00001800
FIRST-AIDER	green			ITM-00000098	
VOLUNTEER	green				ITM-00000229
VOLUNTEER	red			ITM-00000526	
FIRE MARSHALL	red			ITM-00000097	



Stock printed lanyards

Black plastic breakaways are standard on all our printed lanyards. With a choice of 10mm with a metal swivel hook or 15mm with a metal swivel hook.

In addition we offer a 15mm lanyard with a black plastic hook allowing adjustable breakaway position.

Packed: 100

Wristbands [stay safe and informed on trips](#)

If a child becomes separated from the group our wristbands can provide your school details and contact number to ring, highly visible and secure on each pupil.

Whatever the occasion, with a choice of materials to suit your budget we have the right wristband solution for your school.

- Simple printed self adhesive stickers using a Brother label printer onto pre-purchased wristbands. [An economical temporary option, but not tamper resistant.](#)
- Print your own wristbands using a wristband printer. [Single colour print onto a selection of tamper and weather resistant options](#)
- Durable pre-printed tyvek or vinyl wristbands customised to your school requirements. [Full customisation with full colour, plus options available on choice of finish for wristband.](#)



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Pupils can derive a good deal of educational benefit from taking part in visits with their school. In particular, they have the opportunity to undergo experiences not available in the classroom. Most school visits take place without incident, however raising awareness further ensures the safety of pupils/students/ or any young persons on school visits.

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Print your own wristbands

A wristband printer enables you to customise with different designs for specific events, create reward wristbands or personalise for school outings. Utilise for parent notices such as first aid / bumped head notices.

A simple to use, cost effective printer that creates wristbands fast and efficiently without the need for toner or printer ribbons, you would only ever have to buy extra cartridges/rolls of wristbands.



Wristband Printer available with either USB or Ethernet connection, simply load the wristband cartridge and print your designs.

Wristband cartridges available in white and 7 eye-catching colours on request: Red, Blue, Green, Yellow, Orange, Pink and Purple.

Different levels of wear and tamper-resistance available.



Wristbands

Whatever the event, with a choice of materials to suit your budget we have the right product for you.

Ideal for self promotion, advertising and ticket entry or in addition to identification for visitors and event security. Perfect for pupil / school identification for excursions with emergency phone numbers.

These colourful wristbands are available in a wide range of colours and finishes, and can be personalised to your school requirements.

Print your own with wristband printer



Custom printed for any event



SkyVisitor QR code printed onto wristbands
- scan the pupils on and off the bus



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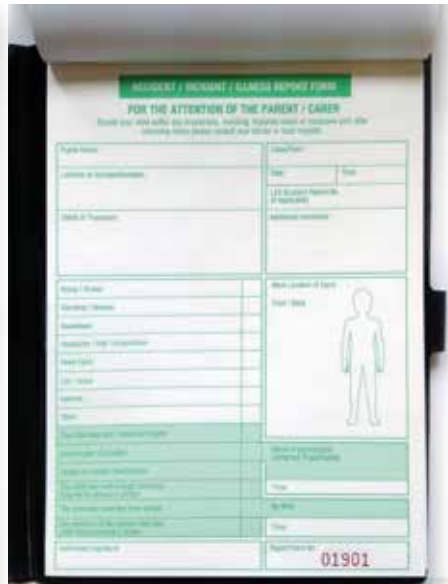

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Accident / Incident / Illness

All our Accident / Incident / Illness systems allow the School to comply with the requirements to record and monitor minor accidents where pupils are injured.

Keeps a record of minor 'day to day' injuries (bumps, scrapes and bruises) that happen to pupils whilst on the school site or during any off site activity.

All our signing-in systems can be customised with your name, colour and logo.



BRAND IT!

Off the shelf Accident Incident & Illness Report Form

- order code ITM-0000XXX

A 2 part NCR pad. Size: W 148mm x H 210mm
50 forms per book.

Black protective cover available - order code ITM-0000XXX

Standard entry fields including Pupil Name, Class/Form, Location of Accident/Incident, Date, Time, LEA Accident Report no., Details of Treatment, Additional Comments, Name of



Custom printed Accident Incident & Illness Report Form

All the features of off the shelf but with the added benefit of printing with school logo and colours.

Custom print available for the front cover and on inside pages.



(65) 6750 4636

A photograph of a "One-Write Accident Register & Report Slips" form. The form is tilted and shows a grid for recording incidents. The grid has columns for "Date", "Time", "Event Name", "Name of person(s) contacted if applicable", "Parent Contacted", "Unable to contact", "Other", and "REPORT SLIP No.". The "Parent Contacted" and "Unable to contact" columns have checkboxes. Below the grid, there is a section for "SCHOOL NAME HERE" with a space for the school emblem. To the right of the grid, there is a box with the text "IMPORTANT FOR THE ATTENTION OF THE PARENT / CARER" and a warning: "Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital." Below this is a line for "Authorised Signature:".

Bespoke Accident Reporting slips

Accident Incident & Illness Registers

Schools should keep a record of any first aid treatment given by first aiders and appointed persons, either in written or electronic form. These records must be kept for a minimum of three years. Our One-Write systems or NCR pads are ideal for such record keeping.

To comply with the Data Protection requirements, personal details entered into the Accident Incident and Illness Register are kept confidential with a discretion sheet.

All our signing-in systems can be customised with your name, colour and logo.

ACCIDENT INCIDENT & ILLNESS REGISTER

Date	Time	Pupil Name	Class / Form	Location of Incident/Injury	Accident report no. (if applicable)	Slip Number	Additional Comments & Follow-up Action Required
Details of Treatment and Additional Comments				Name of parent/carer contacted (if applicable)		First aid administered by (Please Print) Incident administered by (Please Print) Slip completed by (Please Print)	
Bump / Bruise	Wounding / Nausea	Numbness	Headache / High Temperature	Hear Injury	Cut / Graze	Asthma	Other
Parent Contacted				Unable to contact Parent.		The child was sent home following First aid to remain in school.	
The child was collected from school.				The child was collected from school.		The child was collected from school.	
<p>IMPORTANT</p> <p>FOR THE ATTENTION OF THE PARENT / CARER</p> <p>Should your child suffer any drowsiness, vomiting, impaired vision or excessive pain after returning home please consult your doctor or local hospital.</p>				Authorized Signature:			
				<p>ACCIDENT / INCIDENT / ILLNESS REPORT SLIP</p>			

Completion Instructions

Please write legibly and in BLOCK CAPITALS

On the Report Slip

- 1) Record the time and date of the incident.
- 2) Write the name and class of the pupil concerned.
- 3) The location of the incident.
- 4) Provide details of the treatment administered.
- 5) Complete the next section by ticking the appropriate boxes.
- 6) Write name of parent or child/minder if they have been contacted and the time.
- 7) Enter LEA Accident Report Number if applicable.
- 8) Tick box if F2508 has been completed.

On the Register

- 9) Enter the slip number
- 10) Make any additional comments and follow-up action required.
- 11) Write the name of the person who administered first aid.
- 12) Write the name of the person who witnessed the accident (if applicable).
- 13) Enter your name in the space provided.

Notes



Off the shelf Accident Incident & Illness System
- order code ITM-00000653

Entry fields including Date, Time, Pupil Name, Class/Form, Location of Accident/Incident, Details of Treatment and Additional Comments, Name of Parent/Carer contacted, LEA Accident Report no., Report Slip number

Customised Accident Incident & Illness System

All the features of off the shelf but with the added benefit of making it your own. A fully personalised system displaying the image of your school, with the wording of your choice.

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School signing-in slips

Good school attendance is essential so that good academic achievement can be secured. Maintain accurate attendance records with our comprehensive school signing-in systems.

All our signing-in systems can be customised with your name, colour and logo.

Latecomers

✉ enquiries@safetynetasia.com

**LATECOMERS/EARLY LEAVERS?
LATE COLLECTION RECORD**

Month:

Sheet No.:

Date	Arrival/Leavers Time	Pupil's / Student's Name	Year	Appointment Illness Transport Difficulties Overslept Other	Reason Given For Late Arrival/Early or Late Collection	Pass No.
				✓ Tick Reason For Lateness		

**LATECOMERS/
EARLY LEAVERS?
LATE COLLECTION RECORD**

TO THE PARENT OR GUARDIAN

- The Education Act states that parents are legally responsible for their child's regular and punctual attendance at school.
- Good school attendance is essential so that good academic achievement can be secured. Regular absence is disruptive to your child's education and well-being.
- Irregular and late school attendance is monitored by the Education Welfare Officer and parents can receive a fixed penalty notice of up to £100 if their child is late for school after the registration closes.
- Please ensure your child is at the school premises by no later than **8.30am** every school day.
- Please retain the notice for future correspondence.



No.

Notes:

Latecomers System

Size: A4 W 240mm x H 297mm

Standard entry fields including Date, Arrival/Leavers Time, Pupil's / Student's Name, Year, Tick options e.g. Appointment/Illness/Transport Difficulties/Overslept/Other and Reason Given For Late Arrival/Early or Late Collection, Pass number.

LATECOMERS RECORD

Month:

Sheet No.:

Date	Arrival Time	Pupil's Name	Year/Form	Reason Given For Late Arrival	Pass No.

TO THE TEACHER



Your School Name

**RECORDED
AS LATE**

PUNCTUALITY NOTICE

Pupil's Name:

No.

To the parent or guardian

- The Education Act states that parents are legally responsible for their child's regular and punctual attendance at school.
- Good school attendance is essential so that good academic achievement can be secured. Regular absence is disruptive to your child's education and well-being.
- Irregular and late school attendance is monitored by the Education Welfare Officer and parents can receive a fixed penalty notice of up to £100 if their child is late for school after the registration closes.
- Please ensure your child is at the school premises by no later than **8.30am** every school day.
- Please retain this notice for future correspondence.

No.

Punctuality Notice System

Size: A4 W 240mm x H 297mm

Standard entry fields including Date, Arrival Time, Pupil's Name, Year/Form, Reason Given For Late Arrival, Pass number.

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safety net



Authorised Absence signing in slips

Our paper systems assist in monitoring not only whether pupils are absent with or without the permission of the school, but also why pupils are absent from school. Recorded attendances in paper registers are then used by schools to report on the number of authorised and unauthorised absences for each pupil.


Key features of outstanding safeguarding practice include: Rigorous monitoring of absence, with timely and appropriate follow-up, to ensure that pupils attend regularly

Whilst the pass book or One-Write systems records who is on your premises; for students needing to legitimately leave school, the information is all recorded using our authorised absence passes. A copy of which is then distributed to the pupil.

All our signing-in systems can be customised with your name, colour and logo.

AUTHORISED ABSENCE REGISTER

DAY	DATE	PRINT PUPIL'S NAME	TUTOR GROUP	TIME OUT	REASON FOR ABSENCE	AUTHORISED BY	EXPECTED TIME BACK	TIME BACK	DETAILS	PAGE NO.
DAY	DATE	PRINT PUPIL'S NAME	TUTOR GROUP	TIME OUT	REASON FOR ABSENCE	AUTHORISED BY	EXPECTED TIME BACK			



AUTHORISED ABSENCE PASS
The above pupil is authorised to be out of school on the date and time specified above.

Walker Street Primary School
Walker Street • Bournemouth • B90 1AE

No.

Please present this slip to your Class Teacher

Copy-Proof Authorised Absence System

Size: W 265mm x H 297mm

Entry fields including Day, Date, Print Pupil's Name, Tutor Group, Time Out, Reason for Absence, Authorised By, Expected Time Back.

Customised with your school name, school logo, address details.



AUTHORISED ABSENCE PASS

Month: Sheet No.:

Date	Pupil's Name	Class	Reason	Authorised By	Auth. Initials	Person Taking Child (Print Name / Signature)	Time Out	Pass No.
Date	Pupil's Name	Class	Reason	Authorised By	Auth. Initials	Person Taking Child (Print Name / Signature)	Time Out	

ATTENDANCE STOP AND THINK:
WHAT WILL IT COST YOUR CHILD?
REMEMBER: EVERY SCHOOL DAY COUNTS
FACT
IT IS NOT TRUE that pupils can catch up. Research shows that by missing lessons, pupils soon fall behind.
FACT
IT IS NOT TRUE that lessons pupils miss are repeated at a later date.

AUTHORISED ABSENCE PASS



School Name
School Lane
Any Town
Any County
AB12 3CD

Telephone: 01234 567 890

Slip No.:

If you are returning your child to school later than anticipated please telephone the school to advise them as soon as possible.

Customised Authorised Absence System

Size: A4 W 240mm x H 297mm

All the features of off the shelf but with the added benefit of making it your own. A fully personalised system displaying the image of your school, with the wording of your choice.





Parent Notification slips

An absentee notice for when the school has been unable to contact parents to establish a reason for a child's absence from school, with an area for updating contact details.

A Late Collection notice for parents, maintaining a school record of punctuality at collection.


All our signing-in systems can be customised with your name, colour and logo.

ABSENTEE NOTICE REGISTER

Month:

Sheet No.:

Date	Pupil's Name	Year/Form	Reason for Absence	Pass No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Your School Name

Absentee Notice

To the parent or guardian

- You have received this absentee notice because the school has been unable to contact you to establish a reason for your child's absence from school.
- Your Local Authority's Education Welfare Officer monitors our school attendance on a monthly basis. Regular absenteeism can result in a fixed penalty notice being issued.
- Good school attendance is essential to their good academic achievement and to be successful. Regular absenteeism is disruptive to your child's education and well-being.
- The Education Act states that parents are legally responsible for their child's regular and punctual attendance at school.
- Please return this slip to the school office after supplying the reason for absence and up to date contact information.

Name of Parent Contact Number No.

Customised Absentee Notice System

Size: A4 W 240mm x H 297mm
 Standard entry fields including Date, Pupil's Name, Year/Form, Reason for Absence, Pass No., Name of Parent and Contact Number.

A fully customised system displaying a logo, with the wording of your choice.

LATE COLLECTION NOTICE REGISTER

Month:

Sheet No.:

Date	Time	Pupil's Name	Parent or Guardian	Issued By	Pass No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Your School Name

Late Collection Notice

- School finishes at 3.00pm promptly at the lower school and 3.10pm at the upper school.
- Please collect your children on time everyday.
- The Headteacher will forward details to the L.A. (including Social Services) of pupils who are:
 - Regularly collected late or
 - Collected more than 10 minutes late on any occasion.

Reason for Late Collection

Name of Parent Contact Number No.

Late Collection Notice System

Size: A4 W 240mm x H 297mm
 Standard entry fields including Date, Time, Pupil's Name, Parent or Guardian, Issued By, Pass number.

A fully customised system displaying a logo, with the wording of your choice.



Classroom Behaviour Register

A Behaviour notice for parents, raising awareness of their child's behaviour at school.

These systems can be fully customised with your name, colour and logo, plus wording of your choice.

CLASSROOM BEHAVIOUR REGISTER

Month:

Sheet No.:

Date	Pupil's Name	Class	Teacher's Name	Pass No.
Date	Pupil's Name	Class	Teacher's Name	
 Your School Name Classroom Behaviour Warning Slip			Stage 3 Comments _____ _____ _____	
<small>Your child has received this behaviour slip as a result of breaching our behaviour policy. This slip is provided for information only in order that you are aware of your child's behaviour. Please discuss this slip with your child. If your child receives five slips in one month, you will be asked to attend a meeting with the teacher. Please note serious incidents of inappropriate behaviour may lead to stages 1 to 5 being bypassed.</small>				
Stage 1 Verbal Warning <input type="checkbox"/>		Stage 2 Second Verbal Warning <input type="checkbox"/>		Stage 3 Quiet Area Time <input type="checkbox"/>
		Stage 4 Behaviour Book Entry <input type="checkbox"/>		Stage 4 Comments _____ _____ _____
No.	Parent Signature	School Signature		

Classroom Behaviour Notice System


Size: A4 W 240mm x H 297mm
 Standard entry fields including Date, Pupil's Name, Class, Teacher's Name, Pass number, Warning category boxes, Comment boxes.

A fully customised system displaying a logo, with the wording of your choice.

CLASSROOM BEHAVIOUR REGISTER

Month:

Sheet No.:

Date	Pupil's Name	Class	Teacher's Name	Pass No.
Date	Pupil's Name	Class	Teacher's Name	
 Your School Name Behaviour / Conduct Advice Slip			Stage 3 Comments _____ _____ _____	
<small>Your child has received three red cards as a result of breaking our code of conduct. We would appreciate the opportunity to meet with you to discuss the way forward to support them in managing their behaviour in the future. Contact Telephone no: 01234 567 890</small>				
Comments Continued _____ _____ _____				
No.	Parent Signature	School Signature		

Behaviour/ Conduct Notice System

Size: A4 W 240mm x H 297mm
 Standard entry fields including Date, Pupil's Name, Class, Teacher's Name, Pass number, Comment box.

A fully customised system displaying the image of your school, with the wording of your choice.

Receipt forms

Issue school receipts using our custom printed slips. Customise the print with your school logo and choose your own text and form criteria.

We can also supply school funds envelopes ideal for busy parents and school offices, with helpful boxes for clear labelling.

CHILD'S NAME: _____

DATE: _____ CHILD'S NAME: _____

CLASS / FORM: _____

AMOUNT: £ _____

CHEQUE CASH

IF CHANGE REQUIRED PLEASE FILL AMOUNT

AMOUNT OF CHANGE REQUIRED £ _____


PAYMENT FOR: _____

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RECEIPT RECORD

Month: _____ Sheet No.: _____

Date	Received From	Reference	Amount Received	Secondary	Primary	Prevent	Gift	Others	Parent Sign	Clear	Receipt No.
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								
			£ -								



School Name
School Lane
Any Town
Any County
AB12 3CD
Telephone: 01234 567 890

Receipt No. _____

Received with Thanks

Off the shelf School Envelope
School funds envelope.
Size: W 89mm x H 125mm
Standard entry fields including Date, Child's Name, Class/Form, Amount \$, Cheque or cash indicator, Change required comment box, Payment for comment box.

Receipt System
Size: A4 W 240mm x H 297mm
Standard entry fields including Date, Received from, Reference, Amount Received, Pass number.
A fully customised system displaying the image of your school, with the wording of your choice.



 (65) 6750 4636
 enquiries@safetynetasia.com



Safetynet Asia Pte Ltd · 39 Robinson Road · #11-01 Robinson Point · Suite 12G · Singapore · 068911
tel: (65) 67504636 fax: (65) 6750 4635 web: www.safetynetasia.com