Communication templates

The contents of these templates are for schools to use, edit and adapt to inform their visitors of the new sign-in process.

## For volunteers/service providers/contractors

[insert school name] is piloting School Check-in, a new sign in system for visitors and contractors using the Service NSW app. Like the COVID-safe check-in tool, School Check-in will require all visitors, including volunteers, service providers and contractors to electronically sign in through the Service NSW app, or by entering their details into a Service NSW webform.

Checking in can be done 4 quick and easy steps:

When entering the school, please report to the school front/administration office as you would normally.

Scan the School Check-in QR code displayed, or enter your details on the web form available on a school device in the front office.

Once you have entered your details, select ‘Check-in’.

Receive a visitor identification pass from the school staff member.

Before leaving the school, please report back to the front office to return your visitor identification pass.

## For the school newsletter

Our school is taking part in the School Check-in pilot, being delivered in partnership with Service NSW. As a parent or carer, this doesn’t change your usual drop off and pick up routine. You don’t need to check in unless you’re intending to stay at the school for a scheduled appointment such as a reader volunteer, canteen duties, parent-teacher meetings or similar activity.

Parents and carers attending school assemblies, or for a period after you have dropped off your child will need to check-in.

Please contact our office staff on [insert school phone number] or at [email address] if you have any questions.

## For the school social media channels

Parents and carers volunteering at our school – have you checked in using our new School Check-in QR code? Be sure to check in at your next visit at the school admin office.

Parents and carers dropping off and picking up students don’t need to check in.