

NURSERY, PRIMARY AND SECONDARY CYCLES

## ACCESS BADGE FOR PARENTS

### GUIDELINES FOR USING THE ACCESS BADGE

1. The access badge is **strictly personal**. It can only be used by the person whose name appears on the card.
2. The access badge is intended for parents and relatives authorised to collect a pupil at the **end of lessons** (mainly in nursery and primary cycles) or from the **after-school childcare**.
  - Parents of pupils who use **public transports**, the **transport organised by the APEEE**, as well as parents of **autonomous pupils** (going to school on foot, by bike, being collected at a meeting point outside school) do not need an access badge.
  - Parents going to a **parent-teacher meeting *in situ***, do not need an access badge.
3. The access badge must be **worn visibly** when on school premises.
4. The access badge must be **presented to the security staff** in front of the school gates.
5. If the access badge is **lost or stolen**, its holder must **inform** the school's **IT department immediately** ([LIST-LAE-ICT@eursc.eu](mailto:LIST-LAE-ICT@eursc.eu)) so that it can be deactivated and order a new one.
6. The access badge is valid for **the entire school period during which your child needs to be collected from school**.
  - **If the situation changes** (E.g.: The pupil starts using the school transport, the public transport, changes school, etc.), the holder of the access badge must **inform the IT department immediately** so the badge can be deactivated.

## PRICE AND ORDER

The **price** of an access badge is **€5.00**.

In order to manage your access badge orders as efficiently as possible, please follow these instructions:

- Please make **payment** to the account number indicated on the order form as **soon as possible** after sending the form.
- Please **indicate the first name and surname of the pupil** to whom the access badge will be handed.
- If you order **several access badges**, we ask you to fill in **one form per badge** and to make **one bank transfer per badge** in order to facilitate the work of our accountancy and IT departments.
- In the event of loss or theft, a new badge must be ordered at a cost of €5.00.

The order form was sent to you via the SMS portal at the same time as these instructions.

## DISTRIBUTION OF ACCESS BADGE

Access badges are printed once a week. You should therefore receive your badge within one to two weeks after receipt of your bank transfer. We receive a high number of orders and therefore ask for your understanding if your access badge is not ready within this period.

The access badges are distributed through the pupil whose name was indicated in the communication of the bank transfer.