



Photo ID Policy

1. Policy Rationale

- St. Julian's School Identification Cards (ID cards) are the property of St. Julian's School, and their use is solely governed by the discretion of the St. Julian's Directors (Leadership)
- The ID card is only issued to current St. Julian's students (beginning from year 2/1^a primero, up through the entirety of St. Julian's School), full-time staff members, part-time staff members, family members, authorised guardians, and daily subcontractors
- ID cards are an **integrated element** of the student uniform and dress code for staff members, part-time staff, and sub-contractors (**mandatory**)
- All visitors **must** wear an issued ID card whilst on campus, and return the visitor ID card to the security team when exiting the school campus
- The ID card is non-transferable. Lending or swapping ID cards for any purpose is strictly prohibited and may result in disciplinary actions
- ID cards must be surrendered to the Head of Safety or St. Julian's security guards upon request or departure from St. Julian's School.

2. Processing of ID Cards

St. Julian's School will provide Students beginning in year 2/1^o (primero ano) up through the Primary School and Secondary Students, staff members, part-time staff members, family members or authorised guardians, and sub-contractors with an initial ID card.

All replacements due to loss of card or deteriorated cards of students and families will incur a fee of €15 per card.

All photos used for the school ID card must be an official school photo or passport-type photo.

- A new photo ID card will be issued to students beginning in year 2/1^o primero ano on up through the remainder of the primary school, secondary students of St. Julian's School upon entering key stage 3, reissued for IGCSE, and final upon the IB
- Staff members, part-time members, and sub-contracted personnel will be issued an ID card for their tenure with St. Julian's school
- A request for a replacement of a lost or damaged card must be made by a student, staff member, part-time member, family member, authorised guardian, or school supervisor of the sub-contracted company, by filling in a new / replacement ID card request form [here](#).

- The school will process the request, gather all data needed, and print the ID card within 24-48 hrs (depending on sufficient availability of materials)
- An email will be sent to the requestor once their ID card is ready for pick-up from the security team or the relevant school office.

3. Use of ID Cards

- The ID card is essential to enter and exit the school campus (for all staff, parents/guardians and students year 6/5^o and above). This allows for the consistent and precise account of all persons within the campus
- Any person awaiting a replacement ID card will be granted access to the school campus manually by the gate security guards
- St. Julian's School operates a cashless payment system for all catering services and thus a St. Julian's ID card is necessary for any student to purchase meals (if a student is awaiting a replacement ID card, their meal will be manually input into the meal service system by a member of the catering service team)
- The ID cards are also used for printing services and operating lockers

4. Notifications & Turn-in of ID Card

St. Julian's Security Team must be notified if any of the following occur:

- A Card is Lost or stolen.
- If a guardian, nanny, or Au Pair is no longer responsible for the student