



POLICY FOR VISITS TO THE SCHOOL

Visitors to the school should report to the office on arrival. Any unauthorised person who is found to be on the property without permission and who interferes with or confronts learners in any way, will be charged with trespassing. For the safety and security of persons and property, outsiders must not be left to wander around the premises.

On special occasions, when the school has invited outsiders e.g. Sports Days, Open Day, Careers Day, Parents' Evenings etc., a reception committee should be on duty to escort guests. Maps should be placed at the front door or in the foyer giving guests directions. On such occasions the teacher in charge of litter should ensure that the school is litter free. The organiser of the event should also ensure that cloakrooms are clean and supplied with soap, towels and toilet paper and there is access to the venues required. If possible refreshments should be provided for guests.

When guests are coming to the school pupils should be briefed about the visits and reminded of the type of behaviour that is appropriate and expected from them. They must conduct themselves with decorum, display good manners and be respectful at all times. They must also be reminded to wear their uniforms correctly.

Any teacher or pupil inviting guests to the school should be available to meet the guests in the office at the designated time. The prior consent of the Principal must be obtained. He/she will determine whether or not it is in the interests of the pupils, the teachers and the school, to invite these guests.

Events at the school for which children must pay, should, if at all possible, be arranged outside school hours. Events which cater for all pupils interested may be arranged during school time at the discretion of the Principal.

Parents who come to the school to meet teachers must do so by appointment in advance. Approval for such a meeting must be given by the Principal or a member of the School Management Team.