



Day Visit Policy

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Day Visit Policy

1. Purpose

1.1 To ensure a safe and productive learning environment while accommodating visitors who wish to observe or meet with staff/students during school hours. We aim to prevent disappointment for parents who visit without an appointment and are unable to meet with the principal.

2. Scope

2.1 This policy applies to all day visitors, including parents, guardians, alumni, and community members.

3. Definitions

3.1 Day Visit: A visit that occurs during school hours.

3.2 Visitor: An individual who is not a current student or staff member.

4. Procedure

4.1 Scheduling

4.1.1 Visitors must schedule an appointment at least 24 hours in advance by contacting the school office or the staff member they wish to meet.

4.1.2 Provide the visitor's name, contact information, and purpose of the visit.

4.2 Check-in

Upon arrival, visitors must report to the school office and sign in using the visitor management system, provided by the security guard at the gate.

4.2.1 Provide a valid government-issued ID.

4.2.2 Wear a visitor badge provided by the security guard at the gate.

4.3 Escort Policy

4.3.1 Visitors must be escorted by a staff member or designated student ambassador at all times.

4.3.2 Visitors are not allowed to roam freely in the school.

4.4 Areas Accessible to Visitors

4.4.1 Designated meeting areas (e.g., conference rooms, offices)

4.4.2 Observation areas (e.g., classrooms, libraries)

4.4.3 Public areas (e.g., hallways, cafeteria)

4.5 Areas Restricted to Visitors:

4.5.1 Staff-only areas (e.g., staff rooms, workspaces)

4.5.2 Student-only areas (e.g., locker rooms, student lounges)

4.5.3 Sensitive areas (e.g., counseling offices, administrative offices)

4.6 Duration:

4.6.1 Day visits are typically limited to 30 minutes.

4.6.2 Longer visits require prior approval from the school administration.

4.7 Behavior Expectations

Visitors are expected to:

4.7.1 Follow school rules and policies

4.7.2 Respect staff, students, and property

4.7.3 Refrain from using electronic devices in classrooms or sensitive areas

4.8 Termination of Visit

4.8.1 The school reserves the right to terminate a visit at any time if the visitor fails to comply with this policy or disrupts the learning environment.

5 Additional Considerations

5.1 Visitors with disabilities: The school will make reasonable accommodations to ensure accessibility.

5.2 Confidentiality: Visitors may be privy to confidential information and must maintain confidentiality.

6. Communication

The school will communicate this policy to visitors through:

6.1 The school website

6.2 Social media

6.3 Email

6.4 Verbal communication during the scheduling process

7. Unannounced Visitors

7.1 Due to safety and security concerns, unannounced visitors are not permitted. If a parent arrives unannounced, the security guard will take detailed information about the purpose of the visit and contact details.

8. Student Visitors and Orders

8.1 Students from other schools are not permitted to enter our school without visitor approval.

8.2 Our students cannot leave school premises during school hours without permission to chat with other students.

8.3 Our students cannot leave school to accept orders from vendors, including UberEats, without permission.

8.4 This is to prevent children from accepting dangerous substances during school hours.8.5 Parents sending lunch boxes or ordering food: Parents are allowed to drop food for children. If they will send someone or Uber Eats, they need to send written communication describing the person who will be sending food.