



## VISITORS POLICY

### AIM

The aim of this policy is to explain the household rules to all visitors.

### VISITORS

- All visitors should report to the guard at the school gate to gain access to the office.
- Registration numbers of vehicles of visitors entering the school grounds should be recorded by the guard or security officer at the entrance.
- All visitors should report directly to the school's Administrators.
- No visitor should go directly to the office of the principal or deputy principal.
- No visitor should go directly to any educator's class.
- Only in exceptional cases should visitors be allowed to enter into conversations with educators during school hours.
- Visitors should make appointments with the principal or staff member if possible.
- Visitors who appear suspicious to the security guard should not be allowed through the school gate.
- Visitors may not move about on the school grounds after their appointment, but should leave the premises immediately after the appointment.
- A visitors' register should be kept by the secretary for visitors to enter their details into.
- The visitors' register should make provision for signing in and out.



## VISITORS' VEHICLES

- Only the vehicles of staff members and employees of the Education Department should be allowed on the school grounds during school hours, but vehicles of the following people are also allowed:
  - visitors to the office
  - visitors who have to load or offload something
  - visitors who have to fetch or bring a sick person
  - people who have to be on the school grounds for an interview or for the safety of the learners
  - people on an official visit.
- Parents should not pick their children up or drop them off with a car on the school grounds. Learners should enter or leave the grounds on foot at the beginning or end of the school day. This also applies to rainy days.

This policy was adopted by the School Management on

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This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed \_\_\_\_\_  
School Management

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Principal

Date: \_\_\_\_\_

Signed \_\_\_\_\_  
Educator Representative

Date: \_\_\_\_\_

