

Visitor Management Policies

Dear Parents and Visitors,

We are committed to ensuring the safety and security of our students, staff, and visitors. To help us maintain a secure environment, please adhere to the following visitor management policies:

Visitor Procedures

- All visitors must report to the main office upon arrival.
- Please sign in and provide a valid form of identification.
- Visitors will receive a visitor badge that must be worn at all times while on campus.

Scheduled Visits

- Visits should be scheduled in advance whenever possible.
- Classroom visits must be approved by the teacher or administration.

Health and Safety Guidelines

- Please do not visit if you are feeling unwell or have been in contact with someone exhibiting symptoms of illness.
- Follow all health and safety protocols as outlined by the school administration.

Ending Your Visit

- Please check out at the main office before leaving the premises.
- Return your visitor badge upon departure.

Thank you for your cooperation in helping us keep our school a safe place for learning.

Sincerely,

School Administration