

Guidelines on Homecoming Visits / Visitor Policy

- Individuals who would like to visit the school and are in contact with a member of staff regarding this, will have to wait for the concerned teacher for pick-up at the school entrance.
- Visitors who arrive at the school without a prior appointment may be permitted to meet with the Principal/Vice-principals/ Discipline Dept Heads /duty senior teachers where these members of the school staff are happy to do so. The visitor will not be allowed to visit the school without the supervision of a suitable member of staff.
- The reception staff/ duty teacher will record the date and time of the proposed visit, reason for the visit, name of the visitor(s), and the name of the organisation they belong to where applicable if the appointment is confirmed.
- Other staff members, arranging visitors to the school for educational purposes will collate all the above required information and pass this on to the school office for the Principal's approval at least a month before the activity day.