



VISITORS POLICY

Vision and Mission

Vision

To be an institution that strives to create a better life for all learners by becoming a center of excellence which models well managed and organized life-style

Mission

Our mission is to:

- Create a conducive learning and teaching environment.
- Encourage learners and educators to be self-reflective
- Promote learners self-realization by developing their career interest.
- Encourage learners to contribute to the school and community.
- Develop balanced learners through participation in extra curricula activities.

AIM

The aim of this policy is to explain the school 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 vehicle vehicles of visitors entering the school grounds should be recorded by the guard or security office at the entrance.
- All visitors should report directly to the school's administrators.
- No visitors should go directly to the office of the principal or deputy principal.
- No visitors 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 appointment with the principal or staff member if possible.
- Visitors who appear suspicious to the security 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 visitor's register should be kept by the admin clerk for visitors to enter their detail 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 sick person
 - People who have to be on the school grounds for interview or for the safety of the learners people on official visit.

As adopted by:

Principal : *[Signature]* 28.06.2018

SGB Chairperson: *[Signature]* 28.06.2018

SGB Secretary : *[Signature]* 28/06/2018

SMGD : _____

DATE : _____

