



مدرسة نور الديار الخاصة
NOOR AL DIYAR
PRIVATE SCHOOL

SCHOOL VISITORS POLICY

1.0 POLICY PURPOSE

The purpose of this policy is to ensure having a clear procedure for providing the right of entry to school premises to an external visitor. The policy should be implicit by school staff, parents and other visitors in order to ensure students safety and well-being as they are in school during school hours, or after school activities.

2.0 GENERAL STATEMENT OF THE POLICY

This policy indicates the procedures for admittance of external visitors to school, it lists all the steps that should be followed by the staff, students, and visitors in order to monitor this process based on school policies. In this policy visitors classified into four groups: unknown visitors, contractors, invited visitors, and parents.

Visitor is defined as any individual who request admittance into school premises whether invited or not, except for the school staff members, current students, parents or guardians who are entering the school at the start and end of the day for students' delivering and collecting activities.

3.0 POLICY PROCEDURES

3.1 Unknown/Uninvited Visitors:

- 3.1.1 Unknown visitors are encouraged to make advance arrangements (advance arrangements can include an Email, a letter, or a phone call which notifies the school employee of the exact day and time of the visit).
- 3.1.2 All visitors enter the school main gate should present their identification card. A visitor's badge will be handed over to the visitor so he/she can present it at his/her point of visit.
- 3.1.3 All visitors should be directed by the security to go to Block 2 first for registration.
- 3.1.4 Visitors should fill in the school visitors record in the reception area.
- 3.1.5 Visitors' records should consist of visitors' name, phone number and dates of visits in case close contact tracing with these persons becomes necessary.
- 3.1.6 School administration staff is responsible to contact the staff member who the visitor would like to see.
- 3.1.7 For safety precautions no visitors' entry is allowed for the academic block (1) during school hours or during extraordinary circumstances.

- 3.1.8 Visitor who acquired the approval to access Block (1) should wait in Block (2) reception area till being escorted by NAD staff to his point of contact or sign a slip from reception.
- 3.1.9 School tours are only allowed on Tuesday and Saturday from 9:00 am to 11 am. It's suspension during extraordinary circumstances or replacement by virtual tours is subject to the management decision.
- 3.1.10 School Administration staff at block (2) reception, will be responsible to provide visitors with the application form to fill in if the purpose of the visit is a new admission. The admission procedures guidelines will be implemented from this point for processing a new admission.
- 3.1.11 Visitors should return the badges to the security at the time of leaving, so the security will open the gate as a result.

3.2 Contractors:

- 3.2.1 Any contractor or company who wants to sell or perform any kind of business with the school must report to the security.
- 3.2.2 Security should call Operations only if the company person has prior appointment.
- 3.2.3 If operations confirm the appointment, security can let them enter.
- 3.2.4 Any company person who do not have any prior appointment can't enter the school.

3.3 Invited Visitors

- 3.3.1 School administration staff should be notified in advance by any staff member who is expecting a visitor.
- 3.3.2 School administration staff is responsible to inform the security gate regarding visitors' information (Name, CPR No. visit time). Security should have their own log to check visitor's information upon arrival.
- 3.3.3 The above procedures listed in section 3.1 should be implemented on visitors who are invited to the school for any purpose, for instance: Admission test, Admission interview, Employee interview, etc.

3.4 Parents as Visitors

Parents visits are classified as follows:

3.4.1 Parent-Principal meeting.

- Parents wishing to have a meeting with Principal during the course of the school day are encouraged to make an advance arrangement.
- Advanced arrangements can include an email, a letter, a phone call or a school visit to notify the school administration staff of the exact day, time and purpose of the visit.
- School administration staff is responsible for filling in the meeting request form.
- Based on the Principal, the meeting will be appointed and the parent will be informed.
- On appointment day the gate security will be informed about the parent name, identification card number and time of the visit.
- Upon parent's arrival the security will guide the parent to Block (2) reception area.
- The administration staff will escort the visitor to the Principal's office after informing the Principal about parent's arrival.
- If a parent insists to meet the principal without a prearranged appointment, the Administration Staff should check with the Principal if such a meeting can be conducted or not.

3.4.2 Parent - Staff meeting.

- All parents who wish to meet a staff member (Deputy Head Teacher for Arabic & Whole School Coordinator (DHA&WSC), Coordinator, Counsellor, etc.) for any reason should contact the school to arrange for an appointment via any of the school's communication channels.
- The administration staff should fill in the meeting request form.
- The administration staff should contact the designated staff to arrange for a meeting based on staff schedule.
- Parents are required to meet the procedures listed in section 3.1 above, upon arrival.

3.4.3 Parents who are invited to participate in a school activity.

- Parents who have been invited to visit the school as part of an open day, a special event or a scheduled school activity are exempt from the requirements of section 3.1.
- All parents will be directed to the venue where the activity is holding by the security upon stating the purpose of their visit.

3.4.4 Parents Accompanying late coming students.

- Parents who drop their children after the school starting time, will be sent to Block (1) by the security.
- Block (1) late coming supervisor (a dedicated staff assigned to sit in the reception, 1 hour every morning) will issue a late coming slip.
- The nurse should check late comer students' health and temperature.
- The late slip should be presented by the student to the corridor supervisor and the class teacher.

3.4.5 Parents collecting students before the end of the school day.

- Parents who visit the school premises during the school day to collect students for external appointments/other approved purposes, are asked to report to Block (2) Reception Area.
- The parent should fill the early leaving slip and state the reason.
- Based on the coordinator's approval, the administration staff will call the counsellor to inform the early leave.
- The parent should be directed to Block (1) Reception Area where the counsellor will hand the child and ensure the slip is signed by the Principal.
- The Early leave slip should be presented to the security at the gate before exiting the school premises.
- All the early leaves should be recorded by the counsellor in the Early Leaving Record on daily basis.