

OKAIHAU COLLEGE POLICY: Visitors

Guidelines:

The procedures will apply to all visitors.

Procedures:

1. On arrival at the school the visitor will report to the main office and state their business.
2. If a previous appointment has not been made the office staff will either visit or ring the staff member to find out if the visit is convenient.
3. It is possible that sometimes a visit with a teacher will be inconvenient; a reason does not have to be given.
4. If the visit is approved the visitor will sign-in in the visitors book, wear the visitors badge for the duration of the visit and sign-out at the end of the visit.
5. If the visitor is a non-custodial parent seeking to contact or obtain information about a student, the reception staff must get a member of the senior management team to make that decision after consulting the student's personal file.
6. A Police Vet will be required for anyone wishing to have a long term visitation.

Summary:

- Visitors to the school may be invited to a lesson by the teacher.
- If a parent/caregiver wishes to attend a lesson then the request must be discussed with the teacher who has the right to refuse or set parameters of time and behaviour.
- During school hours all visitors must sign-in and sign-out of the Visitors' Book held in the main office.