



Visitors' Procedures and Practices

To ensure the safety, security, and smooth functioning of school operations, all visitors are expected to follow the procedures and practices outlined below:

1. Entry Protocol

- All visitors must **enter through the main school gate/reception**.
- A **security guard** will be stationed to verify and guide visitors.
- Visitors must **present a valid government-issued photo ID** for registration.

2. Visitor Registration

- Upon arrival, visitors must **sign in at the security desk**.
- Details to be recorded:
 1. Full Name
 2. Purpose of Visit
 3. Person/Department to Meet
 4. Contact Number
 5. Entry & Exit Time
- A **Visitor Pass** will be issued and must be worn visibly at all times while on campus.

3. Escorting and Movement

- Visitors will be **escorted by designated staff** or security personnel.
- **Unaccompanied movement around the campus is strictly prohibited.**
- Visits to classrooms or student areas require **prior approval** from the Principal/Vice-Principal.

4. Meeting Appointments

- Appointments with teachers or administrative staff must be scheduled in advance.
- Meetings during class hours are **discouraged unless urgent**.
- Parents/guardians are encouraged to communicate through **official channels** (email/ERP) or during designated Parent-Teacher Meeting days.





5. Visitor Conduct

- All visitors are expected to maintain **professional and respectful behavior**.
- The use of **mobile phones in academic areas is restricted**.
- Visitors must not take **photographs or videos** without prior permission.

6. Safety and Emergency Compliance

- In the event of a fire drill or emergency, visitors must **follow instructions** from staff and proceed to the **assembly area**.
- Emergency exits and protocols are displayed across the campus for reference.

7. Exit Protocol

- Before leaving, visitors must return to the reception to:
 1. **Sign out**
 2. **Return the visitor pass**
- Security will confirm clearance before allowing exit.

8. Special Events and Open Days

- During school events (e.g., Annual Day, Sports Day, Grandparent's Day), visitors are still required to:
 1. Follow designated **entry points**
 2. **Register upon arrival**
 3. Wear event-specific passes if issued
- Event-specific instructions will be communicated in advance.

9. Vendor and Maintenance Personnel

- All service personnel (e.g., maintenance, deliveries) must:
 1. Register at the gate
 2. Be escorted by school maintenance or administrative staff
 3. Adhere to school safety protocols and timings