



CHIVIRIKANI PRIMARY SCHOOL

490/1 MAHLANGU STREET
KATLEHONG GARDENS
KATLEHONG, GP
1432

P.O. BOX 12557 TEL: (011) 307 2349
KATLEHONG CELL: (073) 262 8287
1431

E-MAIL: Christopher.Maluleke@gmail.com



SCHOOL POLICY

Visitors

EFFECTIVE DATE: _____

REVISION HISTORY:

As amended on:

11 October 2016

PURPOSE

To Clarify the School's House Rules to All Visitors.

- Visitors should report to the guard at the school gate to gain access to the office.
- The Security Guard must record the registration numbers of visitors' vehicles at the entrance to the school grounds.
- All visitors should report directly to the school's secretary.
- No visitor should go directly to the office of the principal or deputy principal.
- No visitor should go directly to any educator's class.
- Suspicious looking persons should not be allowed through the school gate by the guard.
- Visitors should only be allowed to enter into discussions with educators during school hours in extraordinary cases.
- Appointments with the principal or staff member must be made when possible.
- Visitors may not stay on the school premises after their appointment, but should leave the premises immediately.
- Visitors must enter the required information in the visitors' register which is kept by the secretary.
- The register should make provision for signing in and out.

VISITORS' VEHICLES

- Other than the vehicles of staff members and employees of the Education Department, the following people are also allowed on the school grounds during school hours:
 - Persons on an Official Visit
 - Visitors to the office
 - People delivering or collecting goods
 - Visitors fetching an ill person
 - People who have to be on the school grounds for an interview
 - Visitors who are there for the safety of the learners or staff

Parents should not pick up or drop off their children on the school grounds. Learners should enter or leave the grounds on foot at all times. This also applies to rainy days.

