



Guidelines for Visitors

Welcome to our school: We hope you enjoy your visit. We are committed to safeguarding and promoting the welfare of all our pupils and ask, therefore, that you show respect for them and our staff. Our whole school site is no smoking.

On arrival: At the main school gates press the intercom button. A staff member will respond. Please inform them of who you are and the purpose of your visit. You will then be asked to survey the area in front of you for children. Take a good look at the area beyond the gates to make sure it is safe for them to be opened.

Driving on the site: Please respect the speed limits around the site at all times to ensure everybody's safety. Be aware that our pupils may act in unpredictable ways when you see them walking or moving around the site.

Parking: Please aim to park in the main car park or overflow car park. These are particularly busy during the lunchtime period from about 11.30am to 1.30pm. The pool car park may be used also but remember to observe the restrictions in place, as shown on the entrance sign. If you park on the road, please respect our neighbours and always walk in via the main school gates on Ashgate Road.

Signing in: Report to the main reception area in Greenbank Building. The receptionist will welcome you and ask you to sign the visitors' book. You will be given a name badge which you should wear at all times and keep visible whilst on site.

Wait in the main reception area until you are escorted to your destination or you are met by a member of school staff. This applies equally to parents/carers who may have brought their child to school, or who have come to collect them.

Toilets: Please ask to use the toilet/cloakroom and you will be shown where to go.

Pupils: Our pupils are often inquisitive and like to know who people are. If you are approached by a pupil, please say "hello" and you may wish to sign also: thumb up. You should not initiate contact with a pupil and you should refrain from any physical contact. Do not be alone with a pupil unless authorised. If you are unsure about how to interact any further pupils, please seek guidance from a member of staff.

Signing out: Please return to the main school office to sign out and don't forget to return your name badge.

Thank you for following these Guidelines – we hope you have a great visit!