



LAUTOKA ANDHRA SANGAM COLLEGE

Registration No: 9764 P.O. Box 5451, Lautoka, Fiji. Phone/Fax: 6664406 Established: 1994
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ATTENDANCE AND PUNCTUALITY TO SCHOOL AND CLASS POLICY

1.0 POLICY OBJECTIVE

- 1.1 The objective of the policy is to provide clear directions to students and parents on attendance and punctuality to school and classes in relation to access to quality education at Lautoka Andhra Sangam College.

2.0 POLICY

- 2.1 It is the responsibility of the parents and guardians to ensure that their child / ward attends school and while the child is in school; the child must attend all classes.
- 2.2 The child must report to school before 8.00a.m. daily and must be in their respective subject classes within five minutes after siren.
- 2.3 When a child is absent from school the absenteeism must be justified by absence letter signed by parent or guardian.
- 2.4 If a child is absent for more than five days in a term then the parent / guardian is expected to report to school upon notification by the Assistant Principal.
- 2.5 If a child is absent for five or more consecutive days then the parent / guardian must accompany the child to school when he / she return to school.
- 2.6 If a child comes late to school, he / she must report to the Assistant Principal whereby he/she will fill in a late arrival slip, which will be signed by the Assistant Principal. Entry to class is subjected to student presenting the signed late arrival slip.
- 2.7 All students must report to their classes within three minutes of the start of each lesson.

3.0 BACKGROUND

3.1 INTRODUCTION

The Ministry of Education is responsible for ensuring that standards in education are met and maintained. Although the importance of attendance is well understood, effective strategies for increasing it are not so definitive. Schools can work with communities and parents to improve student attendances in schools.

3.2 RATIONAL

- 1 Schools are the centre of the community, a place where many young people learn and develop social skills, leadership skills, team skills, cultural understanding and develop as citizens.
- 2 Attendance and punctuality from students is vitally important for the continuity and quality of learning.
- 3 Articulating the importance of attendance and punctuality is important in the context of improving a student's attitude towards school and school attendance.

3.3 DEFINITION

- 3.3.1 Attendance: is being physically present in school and in class.
- 3.3.2 Punctuality: being on time to school and classes at the designated time.

- 3.3.3 Absent: is the state of being physically away from school or classes on any designated day.
- 3.3.4 Late arrival to school: arrival after 8.20a.m.
- 3.3.5 Subject log book: a book kept by each teacher to record issues relating to their subject about students in their class.
- 3.3.6 Form log book: a book used by form teachers for recording issues regarding students in a form.
- 3.3.7 Patron: is the senior teacher (mostly Head of Department) assigned to each form.
- 3.3.8 Late arrival to class: arrival after five minutes of the siren for the period.

4.0 RELEVANT LEGISLATION AND OTHER LINKS

- 4.1 Child Welfare Decree 2011
- 4.2 Compulsory Education Act 2000
- 4.3 Education Act 1978
- 4.4 Education Commission Report (2000)
- 4.5 Education for All (EFA) 2000
- 4.6 Education Gazette

5.0 PROCEDURES

5.1 ATTENDANCE TO SCHOOL

Daily attendance of students is monitored by form teachers and recorded in their form attendance register. If a child has been absent for 5 days per term, the child is referred to Assistant Principal for recorded counseling. If no improvement in attendance is noted, the child is referred to the Behaviour Management Committee for further counseling.

5.2 ATTENDANCE TO CLASSES

If a child is present in school but not in class, the subject teacher will mark the child absent for that particular class in the period attendance book. Furthermore, the subject teacher will record the same in the subject log book for further action if required. In addition, the period attendance book is submitted to the Assistant Principal at the end of each week. The Assistant Principal will discuss this issue in staff briefings and meetings and make necessary suggestions.

5.3 PUNCTUALITY TO SCHOOL

When a child exceeds five days of being late to school in a term, the Assistant Principal will call the parents / guardians for discussion of absence and counseling. If there is no improvement noted hereafter then the child will be referred to BMC.

5.4 PUNCTUALITY TO CLASSES

If a child does not report to the class within five minutes of the beginning of the lesson, the subject teacher investigates the reason for the students being late, counsels the child and records in the form period attendance book and subject teacher's log book. In case of repeated absence or late, the subject teacher reports to the form teacher via the subject log book. Form teachers then take the necessary line of action.

6.0 GUIDELINES

6.1 SCHOOL RULES

- Arrival time is 8.00a.m.
- Absence letter signed by Parent or Guardian
- Late arrival slips signed by Assistant Principal

6.2 ATTENDANCE

- Period attendance book
- Form attendance register
- Annual Award for 100% attendance to school for a student in each form.

6.3 PUNCTUALITY

- Siren time table placed on the staffroom notice board and form notice boards

7.0 EFFECTIVE DATE: 27 July 2011

8.0 REVIEW DATE: 19 JANUARY 2015

This policy was prepared during school professional development conducted by the school Principal on 25 July 2011 from 9.00a.m. to 4.30p.m.

This policy was reviewed on 25/02/15

LAUTOKA ANDHRA SANGAM COLLEGE LATE ARRIVAL POLICY

STRICTLY SPEAKING , STUDENTS ARE TO REPORT TO COLLEGE BEFORE OR AT THE LATEST BY 8:00 am.

In case , a student is late to college , these are the following procedure that has to be strictly followed :

- 1.0 If leaving home **after 8:00 am** , a **letter** by parent (or guardian) must be written , explaining why the student would be reaching late to college . In the letter , the **name** and **contact** of the parent (or guardian) must be written . This is required so that a call could be made immediately if there is a doubt case .
- 2.0 **No** student is allowed to enter the classroom **without** the late arrival slip issued by the Assistant Principal.
- 3.0 If a student would be **late** to college the **next day** , then the student is required to **inform** the Assistant Principal the **day before** with supporting evidence .(e.g. a letter from home).
If necessary, let the parent (or guardian) call the office and inform .
- 4.0 Any student going to the **hospital , FNPF , Bank or for any other business** during school hours , upon returning to college must **produce evidence** . Parent (or guardian) would be called if **NO evidence** is provided .
- 5.0 if any student **exceeds 5 late arrivals per term** , then parent (or guardian) would be called to discuss the matter .
- 6.0 If any student **continues** to come late , then the **matter** would be referred to the **Principal** for further action to be taken .
- 7.0 If the **school bus or public bus** comes **after 8:00 am** , then the students are **NOT** to be considered as late .

This policy was reviewed on 25/02/15

LAUTOKA ANDHRA SANGAM COLLEGE

PARENTS DAY POLICY

1.0 POLICY OBJECTIVE

- 1.1 The objective of the policy is to establish healthy partnership with parents, families and communities and other stakeholders in providing essential to quality public education and student success.

2.0 POLICY

- 2.1 Parents and guardians of all students shall attend parent teacher meetings that are organized for discussion of student's performance reports.
- 2.2 Reports shall be discussed only with authorized guardians (those who have signed for admission and are also supporting the child financially and morally).
- 2.3 Parents /guardians who do not attend parents teacher discussions shall be considered as neglecting the child and shall be answerable to the school head who may seek guidance for social welfare.
- 2.4 The parent teacher meeting will always begin at 2.00 pm and end at 4.30pm.
- 2.5 Parents shall meet with teachers of all subjects his/her child has scored below 50%.
- 2.6 On the day of parent teacher meeting the students must report to school in normal school uniform at the normal arrival time and normal classes will be conducted till 2.00pm.
- 2.7 After meeting the teachers the parents can take the child home after 3.00 pm only.
- 2.8 For all discussions between parent teacher and children shall be student centered. (i.e. for the maximum benefit of the child.)
- 2.9 There shall be no abusive comments made by the teacher/parent or students during parents meeting.
- 2.10 Once a year a parent teacher and student forum shall be set up and during this all the parents must express their views and discuss possible solutions.

3.0 BACK GROUND

3.1 INTRODUCTION

For parent's day school invites parent's in the classroom to experience firsthand what a school day is like for their child. The initiative is designed to spot light the importance of parental involvement. It shows that parental involvement in schools improves student's achievement, reduces absenteeism and restores parent's confidence in their children's educations.

3.2 RATIONALE

- 3.2.1 We believe individuals are strengthened when they work together for the common good. As educational professionals, we improve both our professional status and the quality of public education when we unite and advocate collectively.
- 3.2.2 The school and the parents all have crucial roles to play and the impact is greater if parents and schools in partnership. Children's have two main educators in their lives – their parents and their teachers.

4.0 DEFINITIONS

- 4.1 **PARENTS DAY** - the day allocated by the school to hold parent's teacher discussions or interview.
- 4.2 **PARENTS FORUM** - the day allocated by the school to hold parents/guardian's to meet collectively and will be addressed collectively on issues concerning their child/ward by the school.
- 4.3 **PARENTS** – Biological mother and father of the child.
- 4.4 **GUARDIANS** – Legal custodians or people under whose are the child attending the school.
- 4.5 **WARD** – Any child staying under the care of the guardians.
- 4.6 **SCHOOL** – Lautoka Andhra Sangam College.

5.0 RELEVANT LEGISLATION AND OTHER LINKS

- 5.1 Child Welfare Decree 2011
- 5.2 Compulsory Education Act 2000
- 5.3 Education Act 1978
- 5.4 Education Commission Report 2000
- 5.5 Education for All (EFA) 2000
- 5.6 Education Gazette

6.0 PROCEDURES

- 6.1 News letters will be sent to the parents and guardians informing them of the time and venue of the parent teacher meeting.
- 6.2 Students are to ensure that the newsletter/consent is delivered to their parents.
- 6.3 parents who cannot attend parent's day must communicate in writing to the head of the institute and arrange for another suitable time to see the child's subjects teachers.
- 6.4 Reports and performance will be discussed with only parents/ Guardians (people who have signed the admission forms)

7.0 GUIDELINES

- 7.1 Newsletter / consent will be sent.
- 7.2 Parent teacher meeting will be held from 2.00 pm to 4.30 pm.
- 7.3 It is compulsory for parents and guardians to take out time and make themselves available for the parent teacher meeting.
- 7.4 No child will be released with parents before 3.00 pm

**LAUTOKA ANDHRA SANGAM COLLEGE [9764]
HOMEWORK POLICY**

OBJECTIVE

The purpose of this policy is to institute a framework to guide department heads and level coordinators on the management of students work at home (herein after referred to as H/W). It establishes clear expectations for student's h/w plan.

RATIONALE

Homework is an integral part of teaching and learning because it teaches a child to take responsibility for his or her work. It allows children to review and practice what has been covered in class. It helps a child to get ready for the next day's class. Homework helps a child learn to use resources, such as libraries, reference materials, and computer web sites to find information.

DEFINITION

Homework – work assigned by subject teacher for a particular day to be completed at home.

PROCEDURES

1. The Heads of Departments (HOD's) shall be responsible for the establishment of Department Homework Policy (Appendix 1).
2. The HOD's and subject teachers will be responsible for the implementation of the policy as outlined.
3. A description of the range of processes that will apply when students are in breach of the policy. The following elements need to be taken into consideration:
 - a) The home situation of the child;
 - b) Counselling by teachers, HOD's and VP.
 - c) Involving parents / guardians to solicit their cooperation in helping to address the issue without causing embarrassment to the child.
4. Details of assistance available to the child.

Appendix 1

Year 9 – expected time for h/w will be 2 hours per night. This is approximately 20 minutes in each subject.

Year 10 - expected time for h/w will be 2 hours per night. This is approximately 20 minutes in each subject. Students should expect h/w in Language and Mathematics every day. For other subjects h/w may be given twice or three times in a week. The students need to show a lot of commitment in order to complete all assignments and prepare for external examinations.

Year 11 – the above applies except that a minimum of 2 ½ hours of h/w each night is expected.

Year 12 & 13

Students should expect to do a minimum of 3 hours of h/w each night. The students need to show a lot of commitment in order to complete all assignments and prepare for external examinations.

LAUTOKA ANDHRA SANGAM COLLEGE

UNIFORM POLICY

1.0 POLICY OBJECTIVE

The purpose of this policy is to institute a framework to guide Lautoka Andhra Sangam College to manage students' dressing and overall appearance in line with the school's rules. The policy ensures that expectations regarding school uniform are precisely stated and those found in breach of these expectations will go through a reform process encompassing three counselling by appropriate stakeholders (the Form teacher on two occasions and gender coordinator on the third). Upon recurrence of breach, the student would be referred to the Assistant Principal or Principal.

2.0 POLICY

2.1 All existing students MUST be given a copy of the School's Uniform Policy.

2.2 New enrolments MUST BE issued with a copy of School Rule and the Uniform Policy.

2.3 Parents/Guardians SHOULD familiarise themselves with the expectations of the school regarding students' uniform.

2.4 All Form Teachers SHOULD thoroughly deliberate through the school rules, especially the uniform policy, during the orientation week (Term 1, Week 1).

2.5 A copy of the school rules (inclusive of the uniform policy) SHOULD BE in the students' possession during school hours.

2.6 A copy of the School Uniform Policy SHOULD also be placed on the notice board of all classrooms.

3.0 BACKGROUND

3.1 INTRODUCTION

In highlighting one of its National Goals for Education 2006 – 2015, the Suva Declaration (2005:4) points out that *"the school is central to the teaching and learning process. To provide a safe environment that enhances effectiveness, schools must safeguard against external pressures"*.

Like all schools, Lautoka Andhra Sangam College is concerned with the initiation of students into worthwhile activities. Given the premise that living according to an expected code of conduct forms an integral part of the school life, students need to be given guidelines which:

- a. promotes pro-social behaviour and positive social interactions amongst staff and students.
- b. provides opportunities for students to learn and exhibit appropriate social behaviours and self - discipline
- c. encourages appropriate and fair corrective measures for students who display inappropriate behaviours.

3.2 RATIONALE

The diverse composition of students in classrooms based upon social, economic and geographical disparity has resulted in students having differences of ideas amongst each other. This uniform policy has been designed with the hope of achieving a certain level of uniformity among the students of diverse backgrounds.

4.0 DEFINITIONS

4.1 School refers to Lautoka Andhra Sangam College.

4.2 School uniform refers to the attire, footwear, hairstyle and overall appearance of students.

4.3 Form Teacher refers to the teacher who is assigned or in charge of a particular Form.

4.4 Gender coordinator, also known as the teacher-in-charge of girls and boys respectively, is the senior member of staff who is appointed to specifically monitor girls' and boys' behaviour.

5.0 RELEVANT LEGISLATION OR AUTHORITY

5.1 Compulsory Education Act, 2000

5.2 Draft Child Protection Policy – 2010

5.3 Lautoka Andhra Sangam College School Rules

6.0 PROCEDURES

6.1 HAIR STYLE

6.11 GIRLS

1. Hair SHOULD BE pulled back, neatly combed and tied with black or white fastener. Long hair SHOULD BE plated.
2. Only BLACK SLIDES SHOULD be used to pull back or hold back hair.
3. Hair MUST NOT be dyed or bleached.
4. Gel MUST NOT be applied to the hair.
5. Any type of hair product that may cause a change to the colour of the hair SHOULD NOT be applied.
6. Hair SHOULD BE clean and free of dandruff, nits and lice.
7. I Taukei girls are encouraged to conform to the traditional I Taukei hairstyle (*Buiniga*) which SHOULD BE trimmed neatly and combed thoroughly.

6.12 BOYS

1. Hair SHOULD BE neatly and evenly trimmed (school cut). Sideburns and punks (*Tobe* or *Bui ni Vuaka*) are prohibited.
2. Moustache and beard is not permitted. Traditional obligation SHOULD BE discussed with the Principal.
3. Shaven head is not permitted (refer to Principal in special circumstances)
4. Hair MUST NOT be dyed or bleached.
5. Gel SHOULD NOT be applied.
6. Any type of hair product that may cause a change to the colour of the hair SHOULD NOT be used.
7. Hair SHOULD BE neatly combed.

6.2 FACIAL APPEARANCE

6.21 EYEBROWS

eyebrow SHOULD BE left in its natural state. [Threading or plucking eyebrows is not allowed]

6.22 EYE MAKE-UP

Eyeliners, kajal, eye shadow MUST NOT be used during school hours.

6.23 LIP COSMETIC

Lip Gloss, Lip Liner, Lip Stick or Lip Balm SHOULD NOT be applied. In case of dry-lips, prescribed Lip Balm may be used for the specified period.

6.3 JEWELLERY

6.31 MALE STUDENTS

1. Ear piercing, nose piercing, eyebrow piercing or any other form of body piercing is prohibited.
2. Wrist bands, ankle bands earrings, nose rings, chains, finger rings, bracelets, anklets, toe rings are strictly forbidden.
3. Wrist watch SHOULD HAVE plain black/brown single strap bands or have plain silver/gold plated bands. Fancy dress watches ARE NOT permitted.
4. Spectacles worn SHOULD BE of student standard and not very 'flashy'. In cases where contact lenses are preferred, then only the prescribed, clear contacts are permitted. Coloured contact lenses are not permitted.

6.32 FEMALE STUDENTS

1. Only one pair of gold or silver studs is permitted.
2. Only silver or gold nose stud is permitted.
3. Wrist bands or ankle bands are not permitted.
4. Wrist watch SHOULD have plain black or brown single strap bands or have plain silver/gold plated bands
5. Spectacles worn SHOULD BE of student standard and not very 'flashy'. In cases where contact lenses are preferred, then only the prescribed, clear contacts are permitted. Coloured contacts are not permitted.
6. Jewellery such as chains, bangles, bracelets, rings, anklets, toe rings are strictly forbidden.

6.4 SCHOOL UNIFORM

6.41 MALE STUDENTS

1. School monogram SHOULD BE stitched on to the left hand side of the shirt.
2. School monogram SHOULD BE worn at all time.
3. All boys are expected to wear white short-sleeved shirts together with either white shorts or white *sulu*.
4. The shorts MUST HAVE a round margin of 2 inches and it SHOULD NOT be more than 4 inches above the knee.
5. The *sulu*/shorts is to be worn at the waist and not the hips.
6. The shirt MUST BE tucked in at all times.
7. Students MUST wear a white vest under their shirt.
8. Coloured vest and round neck tee-shirts of any colour is not permitted.
9. The collar of the shirt SHOULD NOT be upturned or folded inwards.
10. Uniform SHOULD BE clean and neatly ironed.

6.42 FEMALE STUDENTS

1. School monogram SHOULD BE stitched on to the left hand side of the blouse.
2. School monogram SHOULD BE worn at all times.
3. All girls are required to wear white short sleeved blouse/top with blue collar and blue binder on the sleeve. This white top SHOULD BE worn with blue skirt.

4. The blue skirt SHOULD have 6 parts and a thick waist line (skirts with two parts are not permitted). The zip SHOULD BE on the left side and the pocket on the right side of the skirt.
5. The skirt is to be worn at the waist and not the hip. The skirt SHOULD BE 2-3 inches below the knee.
6. Neutral colour (e.g. brown, black, beige or white) undergarment MUST BE worn under the school blouse.
7. Girls are advised to wear white (ladies) vest or white camisole.
8. All girls have to wear appropriate length half-slip.
9. The blouse MUST BE tucked in at all times.
10. Uniform MUST BE clean and ironed.

6.5 SCHOOL PHYSICAL EDUCATION UNIFORM

All students are expected to wear the school shorts and school PE Vest (for boys) and PE T-Shirt (for girls).

6.6 FOOTWEAR

Students are expected to wear black shoes with white socks or black sandals only. Barefoot is not permitted. Canvas, jogging shoes, flip flops are not permitted in the normal school uniform. When there is a special circumstance, the student must report to the Assistant Principal for written permission.

6.7 Hygiene

A student has to always ensure that he/she maintains a neat and clean hygiene. Special attention should be paid to following areas of personal hygiene:

1. All exposed sores and cuts must be treated carefully, with necessary medication applied.
2. Finger and toe nails SHOULD BE kept short and clean. No nail paint (coloured or colourless) SHOULD BE on the finger and toe nails. If seen with long nails or painted nails, the students may be asked to rectify it on the spot.
3. Shower MUST BE taken before coming to school to avoid unpleasant body odour.

6.8 Overall Appearance

Students MUST present themselves in a manner that is acceptable to the school's culture and the school's community.

1. Love bites or suspected love bites are grounds for immediate referral to the school's disciplinary committee.
2. Body tattoo is not permitted. Students SHOULD also refrain from making pen or pental pen designs (or tattoo designs) on their body. If found guilty, the students will immediately be sent to wash such marks off their body.
3. *Medhi* or henna design to the hand (palm) or feet is not permitted.

7.0 GUIDELINES

7.1 Students SHOULD BE thoroughly briefed on the policy.

7.2 Clear procedures MUST BE set out to help students understand the policy.

7.3 A staff member may contact the parent/guardian of student in case where policy is not complied with.

7.4 Children are vulnerable and sensitive to correction and so whatever form of anti-social behaviour exhibited by them MUST BE dealt with greatest care and positive reinforcement rather than imposing reactive measures on them.

LAUTOKA ANDHRA SANGAM COLLEGE[9764]

TEACHER ON DUTY POLICY

Objective

- a. To ensure the smooth running of general affairs of the school for the week.
- b. To ensure discipline and behavior is maintained by students for the week.

Teacher on Duty Leader's Responsibilities

To convene a meeting of all Teachers on Duty (TOD's) on the last day of the week prior to their duty week to discuss the following:

- a) Allocation of duties for the week;
- b) Comments made by the previous weeks TOD's; and
- c) Take note of any comments made by the ADMIN.

General Rules for Teacher's on Duty

1. All teachers on duty (TOD's) should be in school before 7:30am.
2. TOD's should report for road patrol duties at 7:30am and supervise till 7:45am.
3. From 7:45am the TOD should relieve the primary school teacher and students from the road patrol duties and continue till 8:00am. The TOD on road patrol shall carry out the road patrol duty in the afternoon as well.
4. TOD's to check that all areas are clean before 8:00am.
5. During recess and lunch breaks, all TOD's should be supervising the assigned areas for the entire duration of the break.
6. During general duty time in the afternoon, all TOD's to actively supervise the general cleaning up of the school.
7. All TOD's shall ensure that general duties are rounded off by 3:25pm and see that all students are in their respective classrooms before dispersal
8. During afternoon dispersal, TOD's should be ensuring that all students move in an orderly manner (except if the TOD is having an afternoon class).
9. TOD's shall ensure that all classrooms are secure before leaving the school premises.
10. If afternoon classes are in progress then the TOD on road patrol for the day shall leave only after the completion of the afternoon class session.
11. TOD's shall be responsible for any assembly conducted and shall ensure that proper procedures are followed.
12. TOD's are responsible for the general discipline and behavior of students for the week.
13. If TOD is late to school then he/she may be assigned for duties the following week upon the recommendation of the TOD leader.
14. If TOD is absent then he/she will have to cover for the days absent in the following week.

15. In case of absenteeism the TOD is responsible for arranging with a colleague to supervise their duties for the day(s) absent and should inform the office before 7:30am of the arrangements made.
16. In case of any emergency then only will the ADMIN and TOD leader make necessary arrangements.
17. TOD leader is in charge of all duties for the entire week.

Policy on Damaging School Property

Introduction

It has been found that student(s) cause willful damage to the School property and Teachers' property during school hours. This policy intends to create awareness amongst students and reduce such incidents. Furthermore, through this policy, the guilty person(s) will be responsible to pay for the damages caused to the said property.

Definitions

1. Property refers to any material belonging to the school such as buildings, computers, textbooks, furniture, stationery, taps and toilet systems. It also includes teachers' phones, laptops/notebooks and personal vehicles.
2. Damaging means willfully breaking the items or writing on it as to cause a monetary loss to the school or teachers' property.

Policy

Through this policy, all teachers' will create awareness amongst students on the duty of care of all property on the school premises. This will be done during form time, gender counseling or school assemblies.

Furthermore, the person(s) found guilty of causing damage to the property will be liable to pay for the said damage. A quotation will be taken for the cost of repair or replacement and the parents/guardians shall be notified to make payments as per the quotation. In case of disagreements, the decision of the school principal will be final and binding.

The School Principal may use her discretion to refer the case to the Police.

This policy is in force if the school is used for billeting purposes outside normal school hours.

Mrs. A. Singh

Principal

Effective Date : 4 July 2016

Review Date: 16 January 2017

SCHOOL VISITORS' POLICY

Visitors to the School are Parents, Guardians, School Board members, Ministry of Education, Government officials or any other persons that do business with Lautoka Andhra Sangam College.

All visitors should abide by the School Visitors Policy.

The School Visitors Policy states that visitors to:

1. Be in appropriate attire. Dressed in a manner befitting Education ethics.
2. Report to School Office upon arrival.
3. Sign in Visitors Log Book.
4. Wait within office premises for concerned students or Teacher.
5. No visitor shall at anytime communicate directly with any Student or Teacher.
6. No visitor is permitted to enter any classroom, staffroom or specialist rooms.
7. All visitors shall be attended to from 8a.m -4p.m (Monday – Friday).