

## VISITORS POLICY

- All visitors must report to Reception at the General Office. This includes visitors known to us because of their regular visits (e.g. Northgate). Visitors will be required to sign in **and** out.
- All visitors who require access to the body of the School must carry a Visitor's Pass, which should be numbered. The issue of all passes should be recorded and all visitors asked to return them to Reception when they leave (exceptions may be made for visitors who are seeing the Bursar or Headmaster and / or who are restricted to the waiting area, admin offices and conference room; e.g parents who are meeting a HoY).
- No visitor should normally be unaccompanied in School. All should wait at reception until the appropriate member of staff is available to meet them to accompany them into the body of the School.