



## CASHMERE HIGH SCHOOL

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### Procedures for Visitors

#### Visitors to the school include:

- parents/caregivers of students
- individuals and groups invited to contribute to the teaching programme
- service providers from agencies and businesses
- visiting teams and groups taking part in co-curricula activities
- invited guests
- casual visitors often with enquiries

#### Guidelines

1. Visitors will be expected to report to the School Office to announce their arrival before being met by staff or students.
2. The first priority will be to ensure that the safety and security of the students at the school is maintained.
3. Any person or group invited to participate in the school programme will be expected to work within the school's philosophy.
4. Visitors are expected to be welcomed by the staff or students as people who are adding to the overall education provided by the school.
5. Wherever practical visitors are required to sign in using the tablet at Reception in the Main Office. Where they are visitors to our Special Education Unit (Te Pukenga) they will sign in and out manually at the Unit.
6. All visitors to the school are subject to the by-laws of the Board of Trustees. The Board has the right to refuse entry to those groups it believes will not add positively to the education of the students at Cashmere High School.