

## **St. Kevin's G.N.S.**

## **Visitor Code of Conduct**

We aim to provide a high quality education service in a safe and secure environment. In order to provide this we require that everybody treats each other with due respect.

- ❖ All visitors to the school (including parents/guardians) must check in with the front office and state their business.
- ❖ If the visitor is collecting a child, the secretary or principal will phone the child's teacher.
- ❖ The visitor will sit in the foyer and wait for their child.
- ❖ All children being brought in late or taken early must be signed in or out by an authorised adult. The visitor book is for this purpose.
- ❖ If any parent/guardian wishes to speak to a teacher, please contact the school by letter or phone call to arrange for an appointment.
- ❖ All visitors who are carrying out work in the school will be given a visitor's badge to wear while in the school.

The Staff and BOM of St. Kevin's G.N.S appreciate your understanding and co-operation with the above.

**We ask all visitors to note that the following behaviour will not be accepted:**

- Behaviour, which is disruptive or interferes with the smooth running of the school.
- Harassment of staff, pupils or other members of the public by use of abusive, racist, obscene, threatening or intimidating language.
- Use of aggression, violence or threat of violence towards staff, pupils or any members of the school community.
- Malicious damage to and/or theft of school property.
- The improper use of camera phones.
- Unauthorised car access or parking in school grounds between 8:30 a.m. – 2:50 p.m.
- The use of alcohol, tobacco or illicit drugs.

**The Staff and BOM of St. Kevin's G.N.S appreciate your understanding and co-operation with the above.**

**Principal** \_\_\_\_\_

**Chairperson of the BOM** \_\_\_\_\_