



BEDFORD COUNTRY SCHOOL

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Bedford
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Where every child has every chance, every day to learn with love and laughter



VISITORS POLICY

AIM

The aim of this policy is to explain the household rules to all visitors.

VISITORS

- All visitors should report to the front desk to gain access to the office.
- All visitors should report directly to the school's secretary.
- No visitor should go directly to any educator's class.
- Only in exceptional cases should visitors be allowed to enter into conversations with educators during school hours.
- Visitors should make appointments with the principal or staff member if possible.
- Visitors may not move about on the school grounds after their appointment, but should leave the premises immediately after the appointment.

VISITORS' VEHICLES

- Parents picking up their children must sign them out with the secretary or the teacher on duty. No child will be released without signing them out first.

This policy was adopted by the School Management on

This policy has been made available to school personnel and is readily accessible to parents and learners on request.

This policy will be reviewed and updated every year.

Signed _____
School Management

Date: _____

Signed _____
Principal

Date: _____

Signed _____
Educator Representative

Date: _____