



European School Bergen

2022.12.21

Visitor Guidelines

For the purpose of this document a “visitor” is someone who is not officially registered as a student at the school or who is not employed by the school as a teacher or in another function. Student teachers and replacement teachers are not considered to be visitors because they have to have the approval of the director. Cleaning staff and staff in the canteen are not visitors.

For clarification, the following are considered to be visitors:

- Parents of students
- Visiting students
- All teachers and instructors doing teaching and groups in the school as extra-curricular and extra language lessons
- Volunteer helpers in classes and in the library
- Former students, teachers and staff
- All others

Access to the school

- Entry to the school will be strictly monitored all day after 7am, and all visitors must report to the security office.
- Parents accompanying their children to the school may come into the building with them before the start of school, but they should not leave them unsupervised in the nursery and primary school before 08:45
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s should be out of the building by 09:30 unless there is an activity taking place, and
time all visitors will be expected to have badges and appointments to be in the school.

or times the Primary gate

- her absence in the aula, but we cannot guarantee that the children will be supervised. If a parent is likely to be late for any reason they need to inform the school or the class teacher.
- Unauthorized visitors to the school will be asked to leave immediately and their names will be given to the security gy gv(h)-0.8 (a)-3.2 (g)4i ((h)-0. (n)2(ofc)-4 (l)7.4.8 (i)-3.3 (7.4.8 (9 (y)-7.c (y)-7 (e)-62(e)- involvement of the local authorities.

- Lost and found items: parents can look for them after school hours i.e. after 16.30 on Mondays, Tuesdays and Thursdays and after 13.10 on Wednesdays and Fridays.

Arrangements for visitors

- All visitors need to have confirmation of an appointment with a member of the management, teaching or administrative staff and this needs to be arranged preferably by email or telephone before the visit, and this information needs to be passed on to the security guard. The guard should normally be informed by email or via the visitors' registration system the day before unless it is in exceptional circumstances.
- If there is an urgent visit the visitor needs to confirm that it will be possible to see the person concerned by telephone to the secretaries or people concerned, although under normal circumstances it will not be possible to arrange visits to teachers at short notice because they will be with their classes.
- If a larger group of parents comes for an event, a language course etc. it is necessary for the guards to have a list before they arrive. This must be provided by the organizers (eg class teacher, management, Alingua etc.) so that the guards can easily check the names on the list and let the visitors into and out of the school quickly.
- If the guards do not have the confirmation of the appointment they will not let the visitor into the school. Visitors need to show ID when they arrive at the school and they must wear a badge during the time they are in the building, and they must check out with the guards when they leave. If they do not do this they will not be allowed back into the school without authorization from the director.
- The guards will note the time of arrival and departure and include this in their daily report, and the head caretaker will inform the management of any problems with visitors noted in this report.

Access to classes and electronic keys

- If visitors need to be let into rooms to do lessons etc. the guard and the concierges will help them to arrange this, or this can be arra

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