



The Springfield Primary School



School Visitors Policy

Name of Policy:	School Visitors Policy
Date Approved:	April 2022
Date of Review:	March 2026



School Visitors Policy

VISION STATEMENT

We at The Springfield Primary School envision a world in which every child, regardless of background becomes a healthy and productive adult.

To enable our learners to be lifelong achievers who can think creatively and critically as part of a caring global community.

MISSION STATEMENT

- The Springfield Primary School prepares students to understand, contribute to, and succeed in a rapidly changing society, thus making the world a better and more just place.
- We will ensure that our students develop both the skills that a sound education provides and the competencies essential for success and leadership in the emerging creative economy.
- We will also lead in generating practical and theoretical knowledge that enables people to better understand our world and improve conditions for local and global communities.

Aims and Purposes:

Our school's visitation protocol is aligned with distinct aims and purposes, ensuring a purposeful and organized experience for all stakeholders:

- Specific Goal-Oriented Visits:
 - Visitors to the school typically have well-defined objectives, including engagements with the accounting office, participation in administrative interviews, or scheduling academic appointments with the educational staff.
- Parental Engagement Sessions:
 - At specified intervals, we extend a warm welcome to parents from outside the school, particularly during the initiation phase for the upcoming academic year. This provides parents with the opportunity to explore the school's offerings and witness its capabilities firsthand.
- Corporate Collaborations:
 - The school actively invites companies and commercial institutions to showcase and discuss the diverse educational opportunities and offerings available within our institution.



- Ministerial Visits:
 - Our commitment to excellence is reflected in our openness to ministerial visits, especially from the Ministry of Education and Higher Education. These visits serve as a testament to our dedication to maintaining strong ties with educational authorities.

Practices:

Our visitation practices are designed to ensure a seamless and secure experience for all visitors:

- Parking Facilities:
 - Visitors are provided with designated parking spaces outside the school campus and at specified areas away from the school building, ensuring convenience and accessibility.
- Security Checkpoint:
 - Upon arrival, visitors are directed to the security office, where a thorough but efficient screening process is conducted to enhance the safety and security of our school environment.
- Identification Process:
 - Visitors are required to present their ID cards to the security guard, who collects pertinent personal information. This information is recorded in a secure notebook, ensuring a systematic and confidential record-keeping process.
- Visitor Card Issuance:
 - Following the identification process, visitors are issued a personalized visitor card, streamlining their access to various sections of the school.
- Guided Navigation:
 - To enhance the visitor experience, our receptionist directs visitors to the administration office and facilitates their journey to the specific section they intend to visit, ensuring a smooth and organized exploration of our school facilities.

Review:

This policy will be reviewed periodically by school administration to ensure its effectiveness and make any necessary revisions. Any changes to this policy will be communicated to students, parents/guardians, and staff in a timely manner.

