

### Visitor Policy Main and Junior Campus

**Objective:** Safeguarding of all staff & students during school hours.

**Aim:** Prioritising the safety of all students and comply with the safeguarding policy.

**All visitors must:**

- Adhere to the safeguarding policy set by the school.
- Provide their details in the visitor log at the security office.
- Wear the visitor ID while on the school premises and return the ID at the security office while exiting.
- Visitor entry at the **Main Campus from Gate 3 only**. Entry for visitors at the Junior Campus from Gate **A only**.
- Preferably meetings through appointments only unless an emergency or any critical situation.
- Visitors shall be restricted entry at the Junior and Main Campus during home time as tabled below:

Days	Junior Campus	Main Campus
Monday to Thursday	12:00 p.m. to 12:40 p.m.	1:30 p.m. to 2:20 p.m.
	1:00 p.m., to 2:20 p.m.	
Friday	11:00 a.m.	11:00 a.m.

Policy Details	Visitor Policy Main & Junior Campus
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