

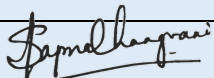


DUBAI SCHOLARS
PRIVATE SCHOOL



Accredited
Member

VISITOR POLICY

Review date	June 2025
Circulation	
Approval Signature	Ms Sapna Changrani (Head of School)
Signature	

This policy will be reviewed annually unless an incident; new legislation or guidance suggests the need for an interim review



Visitor Policy

Visitors During School Hours:

Parents are welcome to visit the school during school hours. However, we kindly request that they schedule an appointment in advance to ensure that we can accommodate their visit effectively. Parents must present their parent ID for verification.

Maintenance Works and Deliveries:

Maintenance work and deliveries are only permitted after school hours, unless there is an emergency situation that requires immediate attention. In case of an emergency maintenance issue during school hours, a designated staff member will accompany the maintenance team to supervise and ensure the safety of all students and staff.

Ex-Students Visiting Staff:

Former students are allowed to visit the school to meet with staff members during dispersal time, but this must be arranged in advance by making an appointment.

Visitor Sign-In:

All visitors, including parents, must sign in at the school's gate upon arrival. They will be provided with a color-coded lanyard and visitor badge, which should be visibly displayed throughout their visit.

Identification and Verification:

All visitors' EID will be verified upon entry, and their entries will be recorded in the visitor logbook at the security gate.

Visitor Conduct:

Visitors are expected to conduct themselves in a respectful and appropriate manner while on school premises. Any disruptive behaviour will not be tolerated, and individuals engaging in such behaviour may be asked to leave the premises.

Emergency Procedures:

In the event of an emergency or evacuation, all visitors are required to follow the instructions provided by school staff and security personnel.

Parking and Access:

Visitors are requested to follow designated parking and access procedures as specified by the school.

Security Measures:

The school may implement additional security measures as necessary to ensure the safety and well-being of all individuals on the premises.