

**MAVISBANK SCHOOL**  
**A Policy for Welcoming Visitors and Students**

**Security**

In the interest of safety all visitors are asked to sign in on arrival, wear a 'Visitor's Badge' at all times when in school and sign out, leaving the badge, when departing.

**Rationale**

Mavisbank School maintains a warm, welcoming environment for colleagues, pupils, parents and visitors. All educational establishments thrive on links with the community and these are encouraged. It is essential that not only educational establishments but the outside community is kept informed of the valuable educational contribution of the special school.

**Aims**

- To foster good relationships with parents, colleagues and the community.
- To show the wide range of education provision within the school.
- To alleviate any concerns that parents or visitors may have regarding special education.
- To show students examples of good practice and offer them support.

**Objectives**

- a. **Other Professionals**
- (i) To provide a full profile of individual pupils in order that their needs are met fully and the placement is appropriate.
  - (ii) To make them aware of the wide curriculum provided by the school.

- b. **Students**
  - (i) To provide comprehensive information on the curriculum offered at Mavisbank School.
  - (ii) To provide a supportive environment in which they can develop their skills.
  
- c. **Parents**
  - (i) To involve the parents in the joint education and social attainments of their child.

### **Procedures**

Visitors to the school are normally met by the Head Teacher who introduces them to the relevant member of staff. As a rule, parents of prospective pupils are shown the whole school in order that they have as much information as possible.

### **Resources**

Handbooks are available for visitors;

The School Handbook Information

The School Handbook/Student Induction Handbook for Students

It is the responsibility of all promoted staff to check that the visitor has received a copy of the School Handbook, if requested.

Last Updated: January 2010

Reviewed and amended by: John Lochrie, Eileen McDonnell July 2015

Next Review: July 2018