



POLICIES/REGELVERK

Granting Access to Visiting Pupils in Year 1-10 *Besøk av elever på 1.-10. trinn*

Prepared by: Head Teacher
Approved by: The Governors
Last updated: 26.04.2018
To be reviewed: 01.05.2020

1. Our main focus is always on the safeguarding, wellbeing, and education of the children currently on roll, as well as working conditions and responsibilities for School Staff and Governors.
2. From time to time we receive requests about granting access to visitors from other schools, mainly former pupils or relatives or friends of present pupils. School policy is that all visits must be approved in advance.
3. As its main policy the School will only accept visits by former or future pupils, i.e. pupils who have already been granted a place.
4. The School appreciates the personal and emotional importance of such visits to individual pupils and their guests. However the School needs to emphasise and promote the education of pupils on roll, health and safety regulations, and the working conditions and responsibilities for School Staff and Governors. The School therefore reserves the right to accept or reject any request for a visit at any time without further explanation.
5. Any request for a visit should be directed to the relevant Class Teacher in writing well in advance of the proposed visit. The Class Teacher will discuss the matter with the Head Teacher before approval can be given.
6. A visit during school hours will only be granted following written approval from the Head Teacher. An approval does not imply any statutory rights as any visit is on a voluntary basis and not subject to the School Admissions Policy. Likewise the School and the Governors do not accept any liability.
7. During ordinary school days half-day or one-day visits may usually be approved depending on plans, size of groups, the number of requests etc. Under extraordinary circumstances longer visits may also be approved. In such cases the School reserves the right to charge a fee of minimum £40 per child payable per day. Any decisions of visits or fees are made at the discretion of the Class Teacher and the Head Teacher.
8. We do not under any circumstances take visitors on excursions and out-of-school visits, overnight stays, during project weeks, sports days, nature trails, national tests or exams, or other periods of specific importance or with considerable changes to the ordinary timetables. This is due to the special conditions related to such arrangements:

- The need for educational focus for our pupils, whether individuals or groups
 - Teacher-pupil ratio on excursions, especially with mixed groups
 - Excursions and out-of-school visits are important in building social relationships within the groups
 - Health and Safety regulations
 - School Insurances
 - Overall safety
9. All visitors must be registered in the School Office with full contact details to parents or guardians upon arrival.
10. This Policy is to be included in full in any reply to requests for visiting pupils in year 1-10.

REQUEST FOR A VISIT IN YEAR 1-10

Please read the attached School Policy before completing and returning the following information to the school (mail@norwegianschool.org.uk) well in advance of the proposed date for the visit.

Child's Name	Date of Birth	Year Group
Reason for visit	Proposed date for visit	
Medical Information (if needed)		
Parent's Name	Address Norway:	
	Visiting address/Hotel in UK:	
Parent's Mobile	E-mail	
Additional Emergency Contact in London	Mobile no.: (Must be switched on at all times)	

It is the sole responsibility of the parents to provide full and accurate contact details including an additional Emergency Contact in London. In an emergency every effort will be made to contact the parent to gain permission to Emergency Medical Treatment but in exceptional cases this may not be possible. By leaving your child in school you agree to emergency treatment being taken.

ALL VISITORS MUST REPORT TO THE SCHOOL OFFICE (RECEPTION).

For office use only:

	<i>Agreed by Class Teacher</i>
	<i>Approved by Head Teacher</i>
	<i>Fee agreed (if applicable)</i>
	<i>Visitor registered upon arrival</i>

Policy for Granting Access to Visiting Pupils in Year 1-10

From time to time we receive requests about granting access to visitors from other schools, mainly former pupils or relatives or friends of present pupils. School policy is that all visits must be approved in advance.

The School appreciates the personal and emotional importance of such visits to individual pupils and their guests. However the School needs to emphasise and promote the education of pupils on roll, health and safety regulations, and the working conditions and responsibilities for School Staff and Governors. The School thus reserves the right to accept or reject any request for a visit at any time without further explanation.

Any request for a visit should be directed to the relevant Class Teacher in writing well in advance of the proposed visit. The Class Teacher will discuss the matter with the Head Teacher before approval can be given.

A visit during school hours will only be granted following a written approval from the Head Teacher. A grant for a visit does not imply any statutory rights as any visit is on a voluntary basis and not subject to the School Admissions Policy. **Likewise the School and the Governors do not accept any liability.**

During ordinary school days half-day or one-day visits may usually be approved depending on plans, size of groups, the number of requests etc. Under extraordinary circumstances longer visits may also be approved. In such cases the School reserves the right to charge a fee of minimum £40 per child payable per day. Any decisions of visits or fees are made at the discretion of the Class Teacher and the Head Teacher.

We do not under any circumstances take visitors on excursions and out-of-school visits, overnight stays, during project weeks, sports days, nature trails, national test or exams, first or last days of term, or other periods of specific importance or with considerable changes to the ordinary timetables. This is due to the special conditions related to such arrangements:

- The need for educational focus for our pupils, whether individuals or groups
- Teacher-pupil ratio on excursions, especially with mixed groups
- Excursions and out-of-school visits are important in building social relationships within the groups
- Health and Safety regulations
- School Insurances
- Overall safety

Our main focus is always on the safeguarding, wellbeing, and education of the children currently on roll, as well as working conditions and responsibilities for School Staff and Governors.

This Policy is to be included in full in any reply to requests for visiting pupils in year 1-10.

Last updated: 19 May 2016