

Visitor Arrival Information

On arrival, please ensure that you sign in at reception and collect a visitor's badge. It is imperative that you wear the badge at all times during your visit to our school, and that it is visible.

Doors are operated with a fob, which will be issued to you on arrival if appropriate.

Please also ensure that you sign out when exiting the school site and hand the visitor's badge back to reception.

Fire and Evacuation Procedures

The Fire alarm is a continuously ringing bell; should it be necessary to evacuate the building, the evacuation procedure is prominently displayed in all rooms.

In the event of a fire please follow instructions from a member of staff and report to the Assembly Point.

Do not take unnecessary risks and do not return to the building for any reason until authorised to do so.

In the event of a fire, all doors are released.

Incidents and Accidents

In the event of an incident, accident or you feel unwell, contact reception.

You must also report to reception any incidents, accidents or near misses which occur on the school site whether or not any school employees/children were involved.

Appropriate Behaviour

Staff and adults who visit the school are role models for students. We have a duty of care to promote and model positive values:

- behave appropriately and use suitable language that demonstrates that extremist, racist, sexist or homophobic language and attitudes are never acceptable
- avoid physical contact with a child
- never exchange personal contact details with a child or arrange to meet them outside of the school environment
- never use a personal camera, including mobile phone cameras and smart technology, to take photographs or recordings without prior permission being given.

Other General Information

Smoke Free policy – our school operates a no-smoking policy throughout the entire site.

Access to the internet – the school's wireless internet connection is secure. Internet access will usually only be available on school devices. The Headteacher will only grant authorisation if visitors need to access the school's WiFi in order to fulfil the purpose of their visit. In this instance, the visitor must comply with the acceptable use policy. Please ask the staff at reception for details.



The Altus School Information Leaflet

for visitors, agency and
external staff

Director and Headteacher

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