



Welcome to Garden Fields JMI School

'We are a happy, inspiring and caring community, which respects and values everyone – empowering lifelong learning.'

Code of Conduct for Visitors

As a visitor to our school please take the time to read this code of conduct. The safety of you and our children (who are aged between 4-11 years) is important to us.

PLEASE ASK ANY MEMBER OF STAFF IF YOU HAVE ANY QUESTIONS, ISSUES or CONCERNS.

On signing in:

- Have you parked safely?
- Are you obstructing any fire entrances or potentially restricting the access of any emergency vehicle?
- Have you locked your car?

When in school:

- Please sign in and out of the premises **and** wear your visitor badge at all times.
- Please familiarise yourself with the fire procedures and fire exits during your visit. Details can be found in every classroom.
- Use appropriate language and behaviour when around and with children.
- If you feel in any way uncomfortable about the behaviour of a child then please speak to a member of staff.
- Do not be alone with a child without a member of staff present.
- Physical contact with students is strongly prohibited.
- Report any breakages or accidents to a member of staff immediately.
- Only use our visitor's toilet (our office staff can direct you).
- Do not obstruct fire exits, even temporarily.
- If you require to store or use any equipment please discuss this with our office staff, our site manager or our business manager. Please ensure that any equipment that you bring into school is kept out of reach of children e.g. hammers, scissors.
- Only enter areas of the school which are directly connected with your visit, please contact the office before entering additional parts of the school.

When you leave:

- Please sign out and return your visitor badge.
- If parked on school premises drive slowly along our exit road and take care when reversing.
- Give priority to any pedestrians on the school premises.
- Our gates are closed during the school day please ensure they are closed as you depart.

Please note that smoking is strictly prohibited on the school premises.

THANK YOU FOR VISITING OUR SCHOOL.