



PACE مدرسة بيس البريطانية ذ.م.م.  
BRITISH SCHOOL L.L.C.  
SHARJAH

# SCHOOL VISITOR'S POLICY

## POLICY STATEMENT

PACE British School welcomes all visitors in a warm and professional manner ensuring their purpose of visit is fulfilled while maintaining the care for the health, safety and wellbeing of all students and staff members. The school requires all visitors and staff members to comply to this policy and its procedures.

## PURPOSE

- To regulate visitors and ensure the safety of all members of the school community.
- To subject all visitors to the visitation rules of the school.

## SCOPE

This policy applies to all PBS teaching and non-teaching staff, visitors and parents.

## RULES AND PROCEDURES

### Visitors

- All visitors must report to the security personnel at the gate and give their Emirates ID number and mobile phone number before receiving a visitor's lanyard.
- Visitors must state their reason for entering school and time entering and leaving school will be recorded.
- Visitors must show proof of an appointment with the Principal or staff member.

Appointments can be scheduled by contacting the school through telephone: 06 530 6000 or by email to reception on [reception@pacebritish.com](mailto:reception@pacebritish.com) or by emailing the concerned person directly. In case of requesting for a meeting with the principal, parents can email the Principal secretary on [principalpa@pacebritish.com](mailto:principalpa@pacebritish.com).

- All visitors will be given a visitor's lanyard which must always be worn when in the school.
- No visitor cars may enter the school campus or hinder the exits.
- All visitors must report to the school Reception.
- Visitors are not allowed to go directly to the office of any SLT member without prior approval.
- Visitors are not allowed to go directly to any classroom.
- No visitor is permitted to stay on campus after completion of their visit.
- Visitors will remain polite and courteous when speaking to the school staff.
- Parents are responsible for any accompanying children at all times.



## Staff

- Please accompany any visitors out of the building once your meeting has concluded.
- All meetings need to take place in a meeting room or the board room. Visitors are not permitted to access teaching areas of the school during the school day.
- Be vigilant and question any person in school who you do not recognise or who does not have a visitor's lanyard.

Signed:

A handwritten signature in blue ink, appearing to read 'John'.

Last amended: August 2025

Policy Review Date: August 2026