



WESGREEN INTERNATIONAL SCHOOL

Policy: Student Access to the Secondary Administrative Area

Policy No. W007

1. Purpose

The intent of this policy is to give clear guidelines to students and staff on the permitted access to the administrative areas in the Secondary buildings.

2. Scope

This policy applies to all Wesgreen Students.

3. Policy

- 3.1. Students will not be allowed into the administrative area without a signed note from a teacher, in their planners.
- 3.2. Access to the administrative area is for staff, parents and visitors only, unless written permission has been given.
- 3.3. If asked to leave the administrative area by any member of the teaching or support staff the student must do so immediately and without question. Failure to do so will result in immediate detention.
- 3.4. If a student wishes to use the telephone in an emergency that is permitted but a written permission note signed by a teacher must be shown.
- 3.5. The seating area in the administration area is not for those students waiting to be picked up at the end of the day. Students waiting for transport should do so in the designated areas.
- 3.6. The water dispenser in the Administrative area is not to be used by students.
- 3.7. Those students wishing to see the nurse must have authorization from a teacher in their planner.
- 3.8. Entrance and exit to the library and canteen at break times must be through the external doors.
- 3.9. These restrictions apply to all Wesgreen students, apart from Head Boy/Girl, Deputy Head Boy/Girl, Prefects, House Captains and members of the 6th Form.
- 3.10. The privilege of access to the administrative area can be withdrawn if abused.