

Visitor Policy

Kormilda

1. All visitors to Kormilda College are to report to front reception in Administration. Visitors include invited guests, parents, prospective students, non-Kormilda students, trades people, sales people etc.
2. If visitor is an invited guest, contact staff member responsible for arrange visitation. Note: Reception should have been notified (prior to guest arriving) by staff member responsible regarding, timing, location/phone number etc. Staff member to meet guest in reception and escort to relevant area.
3. If visitor is a parent, reception to ascertain purpose of visit and contact relevant staff member. Staff member will meet in reception or, if not possible, make alternative arrangements (eg. Appointment) through reception.
4. If visitor is a student or young person wishing to see a student he/she is referred to the Day School Office who will ascertain the purpose of the visit and arrange for the visit to be undertaken in the Day School Office.
5. If visitor is a trades person, arrange for key allocation and signing of register then advise to proceed. Note, the Property Manager should be contacted immediately if there are any concerns in this area.
6. Sales people will be referred to the relevant person who will meet in reception or make alternative arrangements.

If visitor will be unattended in school grounds/buildings, but is deemed to be on appropriate school business, then a visitor pass shall be issued to be worn by visitor at all times. Instructions may be given for this to be returned to reception prior to departure.

All visitors should be invited to sign the visitors book. Staff should ensure prompt and courteous attention to any visitor to Kormilda College.