

## **RULES FOR ENTRY ONTO THE SCHOOL PREMISES** (original version IT)

For safety reasons and in order to prevent unauthorized people entering and walking around the school premises (disrupting lessons and school routines), the following RULES have been established.

1. It is absolutely forbidden to enter the school buildings without prior authorization.

The guards allow entry only to parents and former students who already have a fixed appointment with the direction and/or with the teaching staff and/or the educational advisers and/or members of the administrative and ancillary staff.

The guards will grant access to suppliers subject to authorization given by the administrative staff of the relevant department.
2. In the morning, pupils should be brought to, and goodbyes said at the school gates.

Parents (or relatives, etc) are not allowed to accompany their children onto the school premises. Exceptions established by the School Management Team will be communicated to the guards.

For pupils in the nursery and primary cycles this rule will come into effect from the second week of school. However, people who accompany pupils to school and /or collect them at the end of the school day are not allowed to enter the school buildings without prior permission.
3. Teachers and educational advisers must complete a register placed in the staff room which indicate all appointments scheduled for the following day (Deputy Directors can define the most appropriate and easily accessible place). Every morning at the beginning of the day the guard will collect the papers/lists with the appointments arranged for that particular day.

Last minute appointments made on the actual day will need to be communicated directly to the guard or entry to the school will be refused.

THE GUARDS ARE NOT PERMITTED TO ALLOW ACCESS TO THE SCHOOL TO THOSE WHO ARE NOT AUTHORIZED (OR MENTIONED IN THE LISTS).

***The Direction***