SOP for Ex-Students to visit Telok Kurau Primary School

- 1) We welcome ex-pupils back to the school. However they are <u>only allowed to visit/help the</u> <u>teachers and not to use the school facilities for their own leisure.</u>
- 2) For security purposes, ex-pupils are kindly requested to make appointment with the teachers they would like to meet before coming to the school. The teachers concerned will also stay with them throughout.
- 3) Teachers can make arrangements to meet their ex-pupils from Monday to Friday after all their official teaching duties/CCAs/Dept/Committee Meetings etc.

Step 1: Visit Request by Student or Teacher

Contacts established and appointments fixed. Teacher must make sure he/she is available to meet the ex-student throughout.



Step 2: Student/s' visit

When students enter the school, the teacher involved will need to standby at the guard post and sign students in according to the list at the security post. All exstudents signed in will be given a (visitor's) sticker.



Step 3: During the visit

Teacher has to stay with the students throughout the visit. They are **not allowed** to use any school facility.



Step 4: End of visit

Teacher has to end the visit and ensure ex-students leave the school premises by 6pm. Security guards to do a check at 6pm and will ask the ex-students to leave if they are still around.

PS: Please take note that this SOP also stands for special events like CNY, Teachers' Day etc.

Created by Mr H.Balajee (Feb 2015)