

Glasnevin Educate Together National School,  
Griffith Avenue, Glasnevin, Dublin 11



# Community Events and Visitors to the School Policy

## Community Events

- Volunteers attending visitor events (such as Art Day) must pre-register with the event organisers.
- Volunteers should wear a badge identifying them with their name and volunteer status during the whole day.
- Adults should use the adult visitor toilets only.
- Volunteers should refer any children to a staff member regarding their behaviour/upset/injury etc.

## Visitors to School

- Visitors to the school will report to the reception on arrival and sign and note time in the visitor log.
- Visitors should use the adult visitor toilets only. These are clearly marked with a sign.

## Children arriving late to school

- Parent/Guardian should sign child into late arrivals/early leaving log book if child arrives after 9am.
- Younger children will be accompanied by a staff member to their classroom
- Older children will go to their classroom unaccompanied.
- Parents/Guardians are requested not to visit classrooms after 9 as it can cause disruption to the class.

### **Children being collected early**

- Children being collected early from school will be collected by a member of staff and brought to reception.
- Parents/Guardians/Person designated to collect are asked to wait in the entry hall.
- The child must be signed out in the late arrivals/early leaving book.