

Open Door Policy



Black Firs School

Welcome to Black Firs School. We believe in complete transparency with regard to our teaching and learning and are happy for visitors, with the prior agreement of the Headteacher, to spend time within our community. We are able to maintain our “open door” policy for visitors by requesting your cooperation with the following rules.

- # All visitors to the School must report to the School office upon arrival.
- # All visitors must sign in when they arrive and sign out when they leave.
- # Visitors must wear our visitor’s badge at all times while they are on campus.
- # All observations must be approved by the Headteacher or Deputy prior to the observation and are usually only an hour long. You must have a student enrolled in that class in order to observe.
- # All volunteer /visitor time must be scheduled in advance with your class teacher.
- # Unscheduled visitors will not be let into the classroom
- # No person will be allowed to conduct or attempt to conduct an activity on School premises that has not had prior approval by the Headteacher.
- # No materials are to be dispersed on campus that have not been approved by the Headteacher.
- # If you have any concerns during or after your visit, please raise these with the Headteacher and not with the class teacher or other School Staff.
- # Once you have checked in with the office, you may enter your student(s) classroom but please enter and leave without saying “hello” or “goodbye”. A wink to your children will quietly let them know you’ve noticed them without disturbing others. In order to avoid interrupting classes and distracting from the students’ learning time, students and teachers have been instructed to ignore visitors unless it is convenient for the teacher to stop and include you in that particular lesson. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours.
- # Do not attempt to carry on a conversation with a teacher or student unless the teacher makes that part of her plan.
- # You may stand on the side or back of the room, or take any available chair as long as moving furniture does not cause a distraction.
- # Younger siblings should be left at home or in day-care when visitors plan to visit the classroom.
- # If you come with other people, do not talk among yourselves while you’re in the classroom. If you must talk, do it outside the room.
- # Visitors who are not family of students must be accompanied by a member of our Staff.
- # Anyone who is in violation of any School policy or procedure may be asked to leave the School. Failure to comply with the lawful directions of the Headteacher or his designee, security officers, or any other law enforcement officers acting in performance of their duties, or failure to identify oneself to such officials or officers when requested to do so, may subject the person to criminal proceedings applicable under law.

Thank you for your cooperation; we hope you enjoy your visit.