



## Access to Enter the Premises Policy

### 1. Background

1.1 Grace Naledi Mandisa Pandor, Minister of Education, after consultation with the council of Education Ministers and in terms of section 61(a) of the South African Schools Act 84 of 1996, hereby publish the regulations in the Schedule for general information, against which this policy is implemented.

1.2 Subject to this Act and any applicable provincial law, the admission policy of a public school is determined by the governing body of such school.

### 2. Legislation

2.1 South African Schools Act 84 of 1996

2.2 General Notice:

2.3 Notice no. R. 1040 of 12 October 2001

### 3. Access to School Premises

3.1 During the school day between the hours of 07h00 and 17h30 Parents and visitors must:

3.2 Enter the premises by ringing the front door bell. Reception will identify parents/visitors visually to whom access will be granted.

3.3 The visitor will be assisted by the staff or escorted by a staff member to the Principal's office for assistance.

3.4 No person (adult or minor) is allowed on the school premises during school hours without reporting to the HOD or Principal first, with exception of people (learners or employees) directly affiliated to the organization.

3.5 No-one is allowed to see a staff member unless an appointment has been made or it does not interfere with class time.

3.6 In the mornings there will be supervision of learners that enter the schools premises before school starts.

### 4. Signage

4.1 The SGB will ensure that clear signage is present at all entrances to the school property, indicating that :

4.1.1 Anyone entering the school does so at their own risk,

4.1.2 During the school day all school gates must be locked (unlocked gates complies with the fire safety regulations) and access to the school will be controlled.

4.1.3 Hand to the principal or HOD anything which he or she has in his or her possession or custody or under his or her control for examination or custody until he or she leaves the premises.

4.1.4 Any person who contravenes the above mentioned measures may be removed from the public school premises, with the assistance of SAPS.

### 5. Buildings, Grounds and Infrastructure

5.1 The SGB, SMT and Staff will regularly monitor its environment (inside and outside the school) with a view to identifying the potential dangers and take all reasonable measures to safeguard learners and staff.

5.2 The SGB and SMT will make a concerted effort to ensure that a preventative maintenance plan is put in place to take care of major and minor maintenance.

5.3 The SGB, SMT and staff will take all the necessary steps to ensure that a clean, safe and hygienic environment is provided to the learners at all times.

### Footprints Special Needs School

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