



FOUNDED 1900

THE ENGLISH SCHOOL
A SECOND CENTURY OF EXCELLENCE

6th November 2017

Re: New Procedure regarding Visitors to School Site

Dear Parents / Guardians,

In order to improve our Health and Safety procedures and safeguard the welfare of our students, we will be introducing a more vigilant system with regards to visitors entering the school site.

From **Tuesday November 14th**, all visitors to the school will have to enter the school from the North Side (Main Entrance via Presidential Palace Roundabout). They must enter the school from the Reception area and register with our Receptionist, Ms. Angela Pericleous, who will issue them with a **“Visitor’s Badge”**.

Once visitors have finished their business at school, they will need to drop off the Visitor’s Badge to the Receptionist before leaving. It will not be possible to enter the school from the South Side as the gates will be closed. This procedure is standard procedure and commonly regarded good practice in schools; it will apply during the normal office hours of the school, 7.30am – 2.30pm.

English School staff and other contractual workers will also be obliged to display their ID whilst on the school site.

We are sorry for any inconvenience that this will cause but we are sure that you will understand the need to update the current system.

Thank you for your cooperation and support,

Yours sincerely,

Dr. C. Mavrommatis
Acting Headmaster