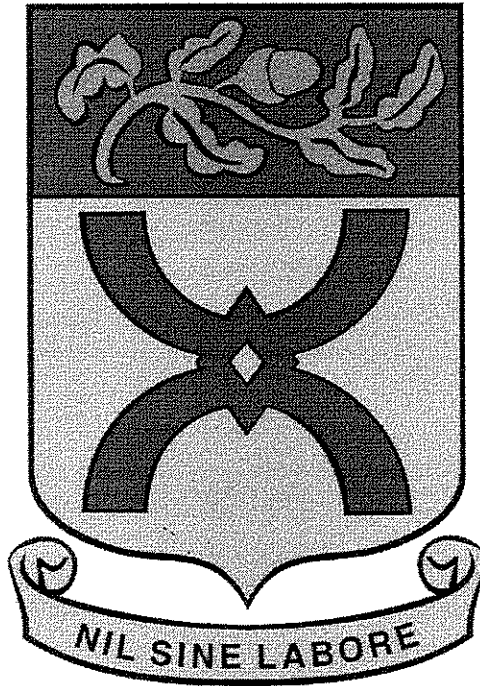


A.F. LOUW PRIMARY SCHOOL



ACCESS TO SCHOOL PREMISES POLICY

2025

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Stellenbosch

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POLICY REGARDING ACCESS TO SCHOOL PREMISES

1. Introduction

This document is the Policy on Access to the School Premises of LAERSKOOL A.F.LOUW PRIMARY SCHOOL, as approved by the Governing Body.

It is the duty of the principal, by the powers delegated to him/her by the Provincial Head of Department (Education) to:

- (a) Protect the learners from mental and physical harm
- (b) Create a safe learning environment for educators and other personnel
- (c) Protect the property of the State and personnel

2. Core Statement

No person shall, without the permission of the Principal or HOD (Education), enter these premises.

3. Access to School Premises

3.1 Conditions for granting access

The principal may require the person/persons wanting access to:

- (a) Furnish his/her name, address, telephone number and any other information of relevance he may deem necessary.
- (b) Provide satisfactory proof of identity
- (c) Declare if he/she has dangerous weapons on his /her person.
- (d) Declare if he/she has any illegal drugs in his/her possession.
- (e) Declare what the contents is of any vehicle he/she used to enter the premises.
- (f) The Visitors register is to be signed at the office and a "Visitors" card worn by all visitors to the school.

3.2 Exemptions

Some categories of persons are, on furnishing satisfactory proof of identity, exempt from the provisions in paragraph 3.1. They are:

- The National Minister of Education.
- The Provincial Member of the Executive Council (MEC) responsible for Education.
- Officials of the Regional and Provincial Departments of Education in the execution of their duties.



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Handwritten initials: KSR

Handwritten initials: A.C

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3.3 Removal of persons from school property

The principal may, at any time, have person/persons removed from the school property if:

- (a) He/she considers it necessary for the safety of the learners and personnel.
- (b) The person/persons fail or refuse to comply with the conditions for access stipulated in 3.1.

4. Visits by Parents

Parents of learners attending school will be allowed to visit the school provided:

- (a) Prior arrangement with the principal has been made.
- (b) Visits do not interfere with the school programme.
- (c) The visitors register has been signed.
- (d) Parents report to the secretary on arrival at the school.

5. Visits by the Media

The media have a right to visit schools in the interest of public accountability. Journalists will be allowed at the school, subject to the following conditions:

- (a) Prior written permission must have been obtained from the HOD.
- (b) Such visits do not interfere to a great extent with the school programme.

6. Visits by Public and Political Office Bearers

In the interest of public accountability, Public and Political Office Bearers will be allowed to visit the school subject to the following conditions:

- (a) Prior written permission must have been obtained from the HOD.
- (b) Such visits do not disrupt the school programme.

Such visits are not politicised.

7. General

- (a) Requests are constantly received from persons and representatives from Non-Governmental Associations, Insurance Companies and other quarters to speak to educators, to address learners or to give demonstrations. Such visits from outsiders to the school, during or after school hours, may interfere with the work of the school. The principal will apply his/her mind to such requests and thoroughly weigh the advantages and disadvantages of such visits before giving permission therefore.
- (b) Applications to stage recitals, performances etc which is of a cultural value and for which a fee is charged, will only be allowed to take place after the normal school hours. If such performances are free and if all learners can attend it, the principal may give permission for it to be staged during school hours.



- (c) Under no circumstances may staff members, regardless of their seniority, give permission for any visit by outsiders to the school without the permission of the principal. This also applies to short periods when the principal is not at school.
- (d) No interviews are allowed during school hours with any educator except the principal, unless he/she deems it necessary in the interest of the school, and on condition that his/her prior approval has been obtained. This precludes interviews with parents in connection with their children.

8. Definitions

Dangerous objects are any knife or sharp object; any firearm or gas weapon; any other object that may be employed to cause bodily harm to a person.


Illegal drugs are chemical substances which brings about a change in a person's emotional state, bodily functions or behaviour.

H.O.D. refers to the Provincial Head of Department of Education.

School Premises refer to the buildings, terrain, playgrounds and sports fields of the school.

Date of Review: January 2025

Signed at Stellenbosch on the 30th of January 2025.



NAME: Hayward Pieterse

CHAIRPERSON



S.A. TARR

PRINCIPAL

Handwritten initials and signatures: H, D.P.A., A.C., KSR, and others.

