



Visitor Information

Created by Joanne Lo, Head Teacher: March 2014
Reviewed: January 2021
Next review: January 2022

Thank you for showing interest in Visiting/Volunteering at Dania School. In order to ensure you have the best possible experience we ask that you familiarise yourself with the following expectations and procedures.

Planning your visit: Contact Head Teacher: Christina Bek Larsen
Email: admin@daniaschool.com
Phone: 020 7607 4268

Please inform us of your purpose, duration of your visit, expectation **two weeks prior** to the visit. You will need to have permission if you plan on photographing or filming the children for your research or work experience. We ask that you read our school ethos on our website and familiarise yourself with our daily schedule.

During the visit: Please arrive 15 minutes prior to the start of your scheduled activity in order to complete the following formalities:

- Sign in
- ID badge
- Induction
- Review Fire Safety

Please note that during the children learning time (work cycle) the children will be working on individual tasks. We ask that you observe the children in a quiet manner; therefore **no mobile phones**, or hot drinks can be brought into the classrooms. We ask that you sit on designated visitors chair while observing the children and/or taking notes. We are happy for you to interact with the children when invited by the staff, otherwise please make sure that minimal interruption occurs to the children's lessons. You are free to ask questions after their individual lessons and when invited to by the present staff.

After the visit:

We value your feedback and would greatly appreciate some written assessment of your time with us at Dania. We would appreciate this within one month of your visit to us. In return, we will provide a written note documenting your visit if needed/applicable.

At Dania School we also recognise the importance of the **Equality Act 2010**. This replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that all people (pupils/teachers/parents/family/visitors etc) have equality of opportunity in accessing and experiencing the life of the school. When carrying out our day to day work, we should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity
- foster good relations across all people, whatever their characteristics may be



Visitor guidelines

Thank you for showing interest in Visiting/Volunteering at Dania School. In order to ensure you have the best possible experience we ask that you familiarise yourself with the following expectations and procedures.

Sandy Mathewson
Head Teacher Dania School
January 2016

- Please DO NOT bring your mobile phones into the classroom or common area
- Respect our classroom routine and observe the lessons with minimal interruptions
- Save your questions or comments until a teacher is freely available
- Drink or eat in the office or during snack or lunch times with the children
- Please do not sit on the tables
- Tap children's shoulders to get their attention
- Please minimise your conversations amongst yourselves when "in class"
- Please do not interrupt the children thought processes or conversations
- Please make sure you are at eye level when speaking to the children
- Do not talk AT the children but talk TO the children
- Use words like, 'Show me how you do this' as oppose to 'Do this'.
- Please note any negative behaviour but praise the positive behaviour
- If you observe a conflict, please do not intervene; instead notify the teacher or guide the children to the Peace Table
- Please ask questions of the teachers after the children's lessons
- Please do enjoy your visit with us. We have a wonderful learning environment for our children.
- If at any stage you have a concern about a child then please direct this towards the class teacher or head teacher - DO NOT discuss with other parents.

This policy was adopted on	Signed on behalf of Dania School	Date for review
January 2021	<i>Christina Bek Larsen</i>	January 2022