

KAMUZU ACADEMY



VISITOR POLICY

Date updated: 23RD January 2024

Kamuzu Academy Visitor Policy

Objective: The primary objective of this visitor policy is to ensure the safety and well-being of our students, staff, and the overall community. This policy aims to establish guidelines for visitors entering the premises of Kamuzu Academy.

1. Types of Visitors:

a. **Parents/Guardians:** Parents and Guardians of current students are welcome to visit during designated hours. Please report to reception after being processed at the main gates.

b. **Prospective Families:** Prospective students and their families may visit the Academy by appointment. Please report to reception after being processed at the main gates.

c. **Alumni:** Alumni are encouraged to visit, but appointments are recommended. Please report to reception after being processed at the main gates.

d. **Authorised Personnel:** Authorised personnel, including vendors, contractors, and invited speakers, must check in at the main gates.

2. Visitor Registration:

a. All visitors must register at the main Gates upon arrival.

b. Visitors will be required to provide a valid photo ID and sign in, indicating the purpose and duration of their visit.

c. A visitor's badge will be issued and must be worn prominently during the entire visit.

3. Visiting Hours:

a. Parents and Guardians are not encouraged to visit during Academy hours, instead, encouraged to visit after 3.30pm until 5pm during the weekdays; after 1pm until 5pm during the weekends or at the events specified by the Academy calendar. If the visit could be limited to no longer than 30 mins, it would be appreciated.

4. Supervision:

- a. Visitors are expected to be accompanied by a staff member or authorised guide while on the Academy premises. Visitors' duration of stay at the campus may be pre-determined.
- b. Unsupervised access to classrooms and residential areas is strictly prohibited.

5. Overnight Visitors:

- a. Overnight visits to the Academy must be pre-approved by the administration.
- b. All overnight visitors to the campus, including parents and alumni, must adhere to the Academy's policies.

6. Restricted Areas:

Certain areas of the Academy premises, such as the student's residencies, are restricted to visitors. These areas will be clearly marked, and access will be limited.

7. Compliance with Policies:

- a. All visitors are expected to comply with the Academy's policies and Code of Conduct. (These can be seen on the website)
- b. Failure to adhere to the policies may result in the visitor being asked to leave the premises.

8. Emergencies: In the event of an emergency, visitors should follow the instructions of Academy staff and proceed to designated assembly points.

9. Photography and Filming: Photography and filming on Academy premises require prior approval from the Academy administration.

10. Changes to Policy: The Academy reserves the right to update or modify this visitor's policy as needed. Any changes will be communicated to the Academy community.

Acknowledgment: By entering Kamuzu Academy premises, all visitors acknowledge their understanding and agreement to comply with the Academy's Visitor Policy.