

APPLICATION FOR VISITOR TO SECONDARY SCHOOL

for a former RCHK student / for relative or friend of a current RCHK student



This form, completed on both sides by the RCHK host student, should be submitted to the Secondary Office for approval at least 3 school days prior to the proposed visit.

Visitor's Name: _____

Date/Time of Visit: _____

Reason for Visit: _____

PROCEDURES TO BE FOLLOWED - PLEASE READ CAREFULLY

1. In the event that a non-RCHK or former RCHK student wishes to visit RCHK, this application form must be submitted at least 3 days in advance. The maximum visit will be for a period of one day or less.

FORMER RCHK STUDENTS WISHING TO REVISIT FRIENDS AND/OR TEACHERS

2. A visiting student who once attended RCHK who wishes to visit friends and/or teachers at RCHK must sign in at the reception or entrance gate, obtain a Visitors Badge (to be worn prominently) and go directly to the Secondary office ONLY AFTER Security has contacted a Secondary Vice Principal or Principal for permission to allow the student on campus. The possibilities of visiting friends and former teachers will be determined by at the Secondary office by the receiving Vice Principal or Principal.

RELATIVES OR FRIENDS OF CURRENT RCHK STUDENTS

3. A visiting student who is a friend or relative of a current RCHK student must be hosted by that current RCHK student. That RCHK student and his family assume guardianship responsibility for the visitor during their visit.
4. This application form should be completed by the host student and/or his parents.
5. It is the responsibility of the host RCHK student to obtain the permission of the teacher(s) whose class(es) the visitor may wish to attend by having the reverse side of this form completed..
6. It is possible that one or more lessons, classrooms, or other parts of the campus may not be open to the visitor. If so, this will be written in the box below.
7. After the teacher comments have been obtained, this form should be submitted to the Secondary office. There it will be copied and ready for pick up by the host student later that day.
8. On the day of the requested visit, the host student should pass over the form to the visiting student for presentation to the security guards at the College gates. (The signed form with the *Approved* box ticked , is the "visitor entrance pass".)
9. The visitor should sign in at the gate and obtain a Visitor's badge. This badge must be worn in a clearly visible manner throughout the visit. The badge should be returned to the gate upon departure.
10. Throughout the visit, the visiting student must meet all College expectations with respect to their behaviour. These expectations, outlined in the Student Organiser, should be reviewed by the host student with the visitor before the visit.

Name of RCHK Host Student

Signature of RCHK Host Student

Name of RCHK Parent/Guardian

Signature of RCHK Parent/Guardian

For School Use

Date Received in Secondary Office: _____

This visit is Approved Not Approved

Signed: _____
(Secondary Principal/Vice Principa)

Date: _____

VISITING STUDENT APPLICATION

for a relative or friend of an RCHK student / for a former RCHK student



1. Written permission of the teachers whose classes the visitor will wish to attend must be obtained before the visit by the RCHK host student.
2. The RCHK host student completes the two columns on the left. Teachers comment on the right.
3. In some cases, it may not be appropriate for a visiting student to attend a specific lesson or activity.

Date/Time of Visit: _____

Subject Teacher Comments Regarding This Application for Visiting Student

Period/Subject	Teacher	Teacher Comments
1		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
2		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
3		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
4		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
5		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
6		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
7		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.
8		<input type="checkbox"/> The visiting student is welcome to attend our class on this day. <input type="checkbox"/> It is not appropriate for the visitor to attend our class on this day.

Return this completed form to Secondary Office at least 3 days prior to the proposed visit.

Original to: <input type="checkbox"/> Student	Copy to: <input type="checkbox"/> Secondary Office
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