



LSL/HM/04/2019

The Lawrence School

Lovedale, The Nilgiris, Ootacamund,
Tamil Nadu - 643 003,
☎ : 0423 - 245 3300, Fax : 0423 2442549
✉ : hmpa@thelawrenceschool.org
09.10.2019

GUIDELINES :VISITOR MANAGEMENT

Dear Parents and Old Lawrencians,

As you are aware that the CBSE and Tamil Nadu State Govt mandates a strict control of visitors to school premises. The recent security scenario in the country also warrants us to beef up security at our campus. We are glad to inform you that our School has installed a visitor management system at the main gate to adhere to these requirements.

In order to facilitate a quick entry into the campus and also facilitate your meeting with the concerned staff / your ward, we would request you to follow the following process:

- a. Please seek a prior appointment with the concerned staff member with regard to your visit and purpose of the visit, specifying the date and time of your visit.
- b. The concerned staff member shall revert to you with regard to the feasibility and also inform the security at the main gate to facilitate your visit.
- c. On your arrival at the main gate the security personnel on duty will check your identity and then facilitate your movement to meet the concerned staff.
- d. In case, if you have not taken prior appointment, the security personnel shall check with you with regard to the purpose of your visit and after obtaining permission from the concerned staff, shall facilitate your movement in the campus.

The Old Lawrencians can inform their visit details to Ms Sangeetha Jairam, the School Alumni Coordinator at alumnicoord@thelawrenceschool.org and in turn she shall inform the security officer to facilitate the movement.

All visitors to the School are requested to note that:

- a. **The School campus is a no plastic and no tobacco zone.**
- b. **Visitors are requested not to bring any single use plastic material to the campus.**
- c. **Smoking is strictly prohibited on campus.**



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- d. No pets are allowed into the campus.
- e. School has created a visitor parking outside the main gate and all visitors are requested to park their vehicles in the visitor parking area.
- f. No vehicles are allowed to be driven into the campus.
- g. School has positioned two battery operated Golf Carts (Buggies) to transport the visitors to the required school (Senior/Junior/Girls/Prep School) or to the Hospital in case they wish to meet the Resident Medical Officer.

We would like to make the School campus secure at all times by effective management of visitors to campus. The security shall not allow entry of any visitor without the consent of the staff member to whom the visitor intends to meet. Therefore, we request all visitors, parents/Old Lawrencians to follow the guidelines stated above and cooperate with the School staff to ensure safety and security of our students, staff and property.

K Prabhakaran
Headmaster