



The British International
School of Brussels

163, Av. Emile Max, 1030 Brussels, Belgium, www.bisb.org
Headteacher: Mr. Stephen Prescott MA

Visits by Former Pupils Policy

Created April 2016

Introduction

This policy should be read alongside the Health and Safety Policy and Child Protection Policy.

This policy is intended to;

- enable former pupils to visit the school safely on occasions through the school year
- ensure that the learning of pupils attending the school is not adversely affected.
- ensure that the safety of pupils attending the school is not compromised in any way.

Relevant School Aims

- sustain a friendly, safe and interesting environment that stimulates and encourages the fascination of learning.
- develop good home-school interaction and together improve the quality of learning.
- ensure that our children follow a well planned and stimulating programme of study, with a wide variety of learning opportunities, that increases knowledge and promotes understanding.
- enable the children to make a positive contribution to our multicultural society and to enjoy life, appreciating and coping with its disappointments and triumphs.

Appendices

Tel +32 2736 8981 Fax +32 2736 8983 schooloffice@bisb.org stephen.prescott@telenet.be



General Remarks

We are very pleased to welcome former pupils who may wish to visit the school as this permits a two way flow of information amongst the children as to what the next stage of education, post BISB, is actually like.

However we recognise that such a visit can have a limited value for both parties because once the initial novelty has worn off then the situation can be felt to be a slightly artificial one. This is particular true for a child returning after leaving at the end Year 6 as their immediate peer group will no longer be attending the school. It is also important that the education of children attending the school is not adversely affected by the visit of a former pupil.

Charge for a visit by a former pupil

To achieve the right balance of providing the opportunity for a visit yet not creating an extended artificial and potentially awkward situation, the school will permit such a visit for half a day without charge once in a term but after that there will be a charge of 100 € per full day. Half a day will be deemed to be 08.30 – 12.15 for a morning session or 13.00 - 15.30 for an afternoon session. This charge must be paid in advance of the visit otherwise the visit will automatically be terminated after the free half day.

This rate is still a discounted rate compared to the normal annual school fee for children in the Junior department calculated as a daily rate. This discounted rate therefore shows that former pupils are indeed welcomed back as visitors whilst simultaneously discouraging anyone who may seek to obtain free child care at the school for an extended period.

Duration of visit	Fee to be paid
½ day	No charge
1 day	50 €
2 days	150 €
3 days	250 €

Responsibilities of parents

Parents should be aware that there is no automatic right for former pupils to pay a return visit to BISB and all such visits are at the discretion of the Headteacher. Parents should approach the school office if they wish to have their child, who is a former pupil, return to BISB for a short visit. Parents should advise the school of the precise length of any visit at least 48 hours before the visit itself so that the appropriate invoice (if any) can be prepared. Parents must also ensure that any fee for the visit is paid before the visit takes place. Parents must be aware that if no fee is paid before the visit then the duration of the visit will automatically be limited to half a day. Parents will have to make sure that they have made appropriate arrangements for their child to be collected or have provided permission in writing for their child to make their own way home.

Responsibilities of teachers

Any enquiries that teachers receive from a parent or former parent concerning a potential visit of a former pupil should be referred immediately by the teacher to the school office. Class teachers nor department co-ordinators do not have the ability to authorise a potential visit.

Responsibility of the Headteacher

The Headteacher (or the person deputising for them if they are away from school) shall be the sole person able to authorise a visit by a former pupil. If there is any query as to the interpretation of this policy then any such difference of opinion shall be resolved by the decision of the Headteacher.