



New calendar entry

- Student Visitation

Student visitors to NIS:

Friends of current students and former students are welcome to join classes for a maximum of **TWO** days each school year. Prospective students are not entitled to visitation prior to admittance.

In order to make the appropriate arrangements for a visit, this procedure should be followed:

1. Parents should complete the student visitation form (available from Reception) at least **THREE** days prior to the intended visiting day(s) to the Director or Deputy Director-Learning.
2. The Director or Deputy Director-Learning will confirm that it would be acceptable to have a visitor at the intended time. The Deputy Director-Learning will also inform the applicable teachers of the addition to the class(es).
3. If there are any difficulties during the day of the visit, the Director or Deputy Director-Learning will call the parent of the hosting student and request that they come to collect the visitor.

Graduates of NIS are welcomed back, but we do ask that they visit teachers during lunch or break times.

It should be understood that it is possible that not all classes may be able to host the visitor on the day(s) intended due to tests or other activities. In these situations, the visitor will be asked to wait in the library until the next class period.



Liability Waiver Form for Student Visitation

1. I agree to allow _____ (Visitor's name) visit Nanjing International School, accompanying _____ (**NIS student's** name) in Homeroom _____, Homeroom teacher _____. Date(s) of Visit: _____

2. I understand that _____ (visitor's name) is expected to follow all of the school rules and that s/he may be requested to leave school if s/he is a disturbance to the teaching or learning within the school.

3. I agree to waive all liability on the part of Nanjing International School if _____ (visitor's name) sustains any injury during his/her visit.

Signature of Parent or Guardian of **NIS student**: _____

Date: _____ Contact Numbers: _____

Signature of Deputy Director-Learning: _____ Date: _____

Copy to student's file