



## External Agencies Visit to School Request Form

In line with good safeguarding practice, we request that all external agencies and visitors complete a request form (ideally 2 weeks prior to the proposed visit date). If the notice period is too short we may not be able to accommodate your request. The school reserve the right not to allow external practitioners to visit school if it is deemed disruptive to either pupils or activities that are happening in the school at that time. **Please bring Photo ID with you on the day of your visit.**

<b>Your name:</b>	
<b>Agency/ Organisation:</b>	
<b>Today's date:</b>	
<b>Name of student to be observed:</b>	
<b>Please confirm that the parent/carer of the pupil has been notified about the visit:</b>	
<b>Date of proposed visit:</b>	
<b>Time of visit:</b>	
<b>End time of visit:</b>	
<b>How has this request been made?</b> <i>E-mail? Phone call? Letter?</i>	
<b>Best contact details during office hours:</b>	
<b>Details, purpose and times of visit/observation:</b>	
<b>For office use only – follow up actions:</b> Agency contacted to confirm appointment <input type="checkbox"/> On Single Central Record <input type="checkbox"/> 'V' drive checked for enrichment <input type="checkbox"/> Timetable checked for swimming <input type="checkbox"/> Added to school calendar <input type="checkbox"/> Class staff informed <input type="checkbox"/> Is the class teacher on site <input type="checkbox"/>	

**Approved by Headteacher** \_\_\_\_\_

**Date of Approval** \_\_\_\_\_