1st November 2016

Dear Parents,

Security Update at TBS

We have undertaken a further review of our security measures at TBS. This was due to the recent security threats involving schools in the Kathmandu Valley and due to an ongoing desire to ensure that robust policies and procedures are in place for the safety of all children, staff, parents and visitors. Although we have only made minor changes while updating the TBS Visitors Policy, it can be found on our website.

We do want to continue to enjoy an open and friendly atmosphere at TBS but we must also ensure the safety, security and well-being of all the children and staff. The basic rules are as follows:

● Every adult on the site must be wearing a TBS badge at all times (anyone without a badge will be politely questioned and asked to wear their badge or return to the guard’s station).
● If a parent/carer has forgotten their TBS badge, they will be able to obtain a visitors badge by providing photo ID. This ID will be compared with the photograph we have on our database and the ID will be left with the guards until the visitors badge is returned (please be aware this could be time-consuming at peak times).
● The Admissions Office is responsible for issuing new cards. You must accompany your extended family members or staff (drivers and didis) to the Admissions Office to prepare TBS badges for them.
● If a parent wants to bring a visitor onto the school site the visitor must leave photo ID with the guards, wear a visitors badge and abide by the TBS Visitors Policy. In addition, the conduct of the visitor is the responsibility of the invitee parent.

When you bring visitors onto the site, please share the information that can be found on the back of the badge:
Welcome to TBS! We hope you enjoy your visit.
● The safety and well-being of the children is our top priority so please inform us if you observe anything that will help us keep the children safe.
● Do not take any photographs of the children whilst on the school site.
● Please stay in those areas relevant to your visit and only use toilets labelled for adult use.
● Please be considerate whilst on the school site and help us model good behaviour for the children.
● This is a non-smoking site. Thank you!

Thank you to all parents for continuing to make TBS a safe, warm and welcoming place for everyone on the site. Please do contact us if there are any further queries.

Yours sincerely

Mr. Christopher Decker
Chair of Governors

Dr. John Moore
Principal