**Procedure – Parents/Caregivers Attendance**

**Can parents/carers attend the meeting?**

Parents/carers are warmly welcome to attend and sit in the Public Gallery. Any parents/carers wishing to attend will be required to inform the school of their details in advance.

The States Greffe will require the school to provide a list of parents/carers wishing to attend – for safeguarding reasons, any person not on the list will not be granted entry.

Parents/carers are required to assemble in the **Information Centre in Morier House** which is opposite the public entrance to the States in Halkett Place, on the ground floor. Parents/carers should assemble here **one hour after the school’s session has started** and will be escorted to the public entrance by a member of the Greffe staff.

For the duration of the visit, photographs and videos are not permitted and all mobile phones should be switched off throughout.

Due to the age of the States Chamber building, there is no direct disabled access for parents/carers wishing to attend. If a parent/carer wishes to attend this will be risk assessed on a case-by-case basis. SGRAdministration will require the following information AT LEAST 1 week prior to the school visit.

* Severity of disability & aids used ie walking stick / wheelchair / can or cannot use stairs.
* Is the disability permanent or temporary ie because of an injury & so is expected to recover?
* Do they have an assistance dog / assistant?
* Could they leave a building unaided during an emergency evacuation?