



Visitors

The entire Keisho community needs to be aware of any visitors in advance. Events on the Keisho calendar are often planned months ahead of time. Communicating about visitors, including giving sufficient advance notice, allows the whole team to better coordinate our time and ensure that guests have a good experience.

General Guidelines

1. The General Manager (GM) and Curriculum Coordinator will make every effort to accommodate guests, however they may deny a visit request if:
 - a. The visit will put an unreasonable burden on staff, or
 - b. The visit request was not submitted with sufficient advance notice per the guidelines below.
2. Teachers may request their class not be observed at particular times if the teacher feels it would be disruptive or interfere with their lesson (e.g. administering a test).
3. In principle, Keisho whole-school activities are closed to the public. Only Keisho community members and their invited guests may attend events. When communicating with invited guests, hosts must remind them not to advertise a Keisho event to the general public (by sharing flyers on Facebook, for instance).
3. Once a visit request is received, the GM and Curriculum Coordinator will:
 - a. Work with the Education Team, Core Group, and/or Board of Directors to identify the best time and classrooms to visit.
 - b. Communicate that information to the invited guests directly or to the person hosting the visitor.
 - c. Send an email in advance to core@keisho.org (which reaches Education Team members) and to those parents on common room and hall duty to inform them about the visitor.



- d. If applicable, ask for Board approval for a visitor.
- e. If applicable, include information about the visitor in the weekly email to all Keisho families.

Sufficient Advance Notice of Guests

Keisho community members – including Board Directors, Core Group members, Education Team members, current families, and alumni – should give sufficient advance notice of guests. Please notify the GM, Curriculum Coordinator, and teacher(s) by email per the guidelines below.

1. If you are inviting **family members** to Keisho: Notify the GM, Curriculum Coordinator, and teacher(s) at least **three days** in advance of the visit.
2. If you are inviting **classroom-specific lecturers or performers** to Keisho: Notify the GM, Curriculum Coordinator, and teacher(s) at least **one week** in advance of the visit.
3. If you are inviting **embassy personnel, staff from other schools/organizations, academics, prospective classroom volunteers, or university students**: Notify the GM, Curriculum Coordinator, and teacher(s) at least **two weeks** in advance of the visit.
4. If you are inviting **guest lecturers and performers that you wish to appear before the whole school**: Notify the GM, Curriculum Coordinator, and teacher(s) at least **one month** in advance of the visit. (Such guests often require Board approval, which may take several weeks.)