



Alumni Visits

From time to time, alumni who are still in secondary school may wish to visit friends/ teachers at CIS.

[These restrictions do not apply to adult alumni.]

The following sets out some guidance regarding these visits:

1. These visits may only take place at lunchtime.
 2. The time set aside for these visits is **1:00 pm - 1:45 pm**.
 3. Alumni must first email the Student Affairs Office with a request to visit **at least 24 hours prior**.
 4. Visiting alumni who have an appointment with teachers should also notify the Student Affairs Office in advance with teacher confirmation.
 5. Visiting alumni must use the New Tower Entrance to enter and exit the campus.
 6. On arrival at school, staff will check that the alumnus has emailed Student Affairs, and anyone who has not emailed will be prevented from entering. **The visitor must pick up a visitor's badge from CIS security and wear this badge throughout their visit.**
 7. Following this, alumni should **sign in at the Student Affairs Office**.
 8. Visiting alumni are not permitted into classrooms.
 9. They may meet their friends in the Cafeteria, the Commons, the Courtyard, the Atrium on Level 5, and the Field.
 10. Alumni are not allowed to be in the Senior Student Centre.
 11. Visiting alumni must **sign out at the Student Affairs Office at 1:45 pm**.
 12. On exiting the school, alumni must return their visitor's badge to the security desk.
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校友訪問

本校時常會有仍在別的學校接受中學或高等教育的校友希望拜訪漢基的朋友/老師。

下面列出了有關這些探訪的一些指引 [這不適用於成年校友]:

1. 這些探訪只能在午餐時間進行。
 2. 這些探訪的時間是由下午 **1:00** 至下午 **1:45**。
 3. 校友必須至少提前 **24** 小時向中學學生生活事務辦公室發送電子郵件，提出探訪要求。
 4. 來訪校友如有與老師有約，亦須提前通知中學學生生活事務辦公室，並獲得老師的確認。
 5. 來訪的校友必須使用新大樓入口進入和離開校園。
 6. 抵達學校後，工作人員將檢查校友是否已向中學學生生活事務辦公室發送了電子郵件，任何未事先發送郵件的校友將不能進入校園。校友必須從漢基保安處領取訪客徽章，並在訪問期間佩戴此徽章。
 7. 隨後，校友需到中學學生生活事務辦公室 (**331**室) 簽到。
 8. 來訪的校友不得進入教室。
 9. 校友可以在食堂 (Cafeteria)、共享空間 (Commons)、庭院 (Courtyard)、五樓中庭 (L5 Atrium) 和運動場 (Field) 與朋友會面。
 10. 校友不得進入高年級學生共用空間 (Senior Student Centre)。
 11. 來訪校友必須於下午 **1:45** 在中學學生生活事務辦公室簽名並離開。
 12. 離開學校時，校友必須將訪客徽章歸還給保安處。
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