



In order to strengthen security within the school, please find enclosed the rules to access our facility (Eurocampus). These rules are decided jointly with the German school, and must be observed by all students, staff, parents and visitors to the LFS.

Your cooperation is essential to ensure the safety of all users of the LFS.

**Anyone wishing to enter the premises of the Eurocampus
must be provided with a badge.**

There are two entrances with card readers on Eurocampus:

- Two turnstiles with card readers at the Kindergarten entrance for KG students and their chaperons with badge;
- Six turnstiles with card readers at the main entrance for primary and secondary students, staff and parents already having a badge.

It is therefore mandatory to use its badge to enter and exit the school

1. Visitors

*Anyone who has forgotten or does not have a badge must **use the Visitors entrance, at the right side of the guards' house** between 7.30am and 5.30pm Monday to Friday, outside these hours, access is through the guard house at the main entrance.*

In the case of a one-time visit or an appointment between 7.30am and 5.30pm Monday to Friday, visitors should enter Eurocampus through the Visitors entrance and explain the purpose of their visit to the receptionist. A temporary badge will be issued immediately ; it must be given back at the end of the visit.

If appointment is outside the opening hours, access will be through the guards house at the main entrance following the same rules.

2. Students

*All students from Kindergarten through Grade 12 receive upon arrival in LFS a personal badge with a photo that they will keep throughout their LFS schooling. They are required to **keep it with them during their presence in LFS**. This badge is set according to age and status, to enter and exit the Eurocampus and is also used in the canteen for the secondary students. It is updated every beginning of the school year.*

If they forget their badge, students must use the first turnstile on the left side of the guards' house and sign the register available to this entry. Staff of the school will be exceptionally open the door for them; these students must find or replace their badge as soon as possible.