

Bangkok Patana School Alumni Visiting Policy

Bangkok Patana School encourages alumni to visit the campus, take a tour and see their former teachers.

The Alumni Visiting Policy is designed to provide guidance and structure for visits by alumni to the campus. This policy is intended to minimise disruptions to student learning and maximise the opportunities for alumni to interact with students, faculty, and staff.

Alumni are welcome to visit the campus; however, we kindly ask that all alums observe the following regulations regarding school visitors.

For alumni wishing to tour the school:

- Alumni visits should be scheduled in advance with the Development, Alumni and Marketing department. Please email the Alumni and Social Media coordinator at alumni@patana.ac.th at least two weeks in advance.
- During school hours, all alumni visitors must be accompanied by a Bangkok Patana staff member or alumni team member except for alumni from the previous two graduating classes (they still need to notify at least one working day before the visit).
- All visitors must sign in and register their visit online through the [iVisitor system](#). When you arrive at school, you can check in at the security office in front of school to get a visitor's pass.
- Alumni cannot visit classrooms or other academic areas without written prior approval.
- Alumni should be respectful that the school's priority is student learning and they should take every precaution to avoid disruption to the educational process. This includes not "dropping by" classrooms and trying to catch a teacher's attention while they are in class.
- Alumni should dress and conduct themselves in a manner that is consistent with the school policy.

For alumni wishing to visit a teacher or staff member:

- Please contact the teacher to schedule a mutually convenient time to visit or if you do not know their email address, please contact alumni@patana.ac.th to help you contact the staff member.

For alumni wishing to book a school tour for future child/ren admission:

- Please contact admissions@patana.ac.th to book a school tour. You are welcome to let the alumni office know you are booked for a tour!