



Woodstock School

**Guidelines for
Alumni Visitors
Fall 2005**

Welcome back to Woodstock! Whether you are 'old' or 'young' alumni, you are always welcome. We hope that you find your time here stimulating and rewarding.

All alumni visitors are asked to observe some basic guidelines while on the Woodstock campus so that we at Woodstock can fully extend our hospitality to you and other alumni, while also maintaining the normal routines of school life.

Whenever possible, alumni should contact the Alumni Office in advance of their visit. The Alumni Office may be able to assist with regard to lodging, transportation and other matters. Upon arrival alumni must check in with the Alumni Office at ext. 2336. Please call Monica Roberts ext. 2307 or Sharon Seto ext. 2337 during the evenings and weekends.

The Alumni Office is available to facilitate your visit, and to help you in whatever way possible. There is an archive full of school history, a souvenir shop, old yearbooks, data files of current alumni addresses and a place to relax and have a cup of tea. Please be sure to stop in.

As is required of all campus visitors, visiting alumni should stop at the Woodstock gate in order to identify themselves and be issued a name badge. This badge is to be worn at all times while on campus.

If you are visiting while school is in session, please let the Alumni Office make the necessary arrangements for any places that you would like to visit on campus or people you would like to see. We are happy to give guided tours of the school as well as helping you to visit other areas of the campus, such as the residences. Please do not wander around the school buildings or campus without permission from the Alumni Office.

The Alumni Office may, at its discretion, invite visiting alumni to eat in the dining room and use other school facilities.

Former students who were either dismissed or expelled from the school are not welcome back on campus until 3 years after their class has graduated from and left the school. Exceptions may only be made in writing by the Principal.

Thank you for your cooperation, and enjoy your visit!

Alumni Office Staff:

Sharon Seto '79 , Dir. Of Development	ext. 2375
Pete Wildman , Publicity/Publications	ext. 2499
Monica Roberts , Office Manager	ext. 2336
Soumi Das , Development Associate	ext. 2375
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Guidelines for Alumni Who are Visiting Current Students

If you are visiting the campus and planning to interact with our students, please give special attention to the following guidelines. Please remember that our first priority is to our students, and that these guidelines are designed to apply to all alumni. We understand that some alumni will have younger relatives or friends amongst the students, and we will work with you to accommodate you in any way possible. Please contact the Alumni Office to request any special arrangements or exceptions to these rules.

1. Alumni may extend invitations to siblings and close relatives in boarding to leave the school campus. Alumni may not generally take students out of boarding overnight. Invitations should be directed in writing to Kaye Aoki, Deputy Principal.
2. Alumni may not stay with students in students' rooms and should not spend extended periods of time in the residences except by prior arrangement with the Alumni Office and appropriate Residence Supervisor.
3. Alumni may not attend dorm-level student activities or other student social events unless invited by the Alumni Office.
4. Alumni will observe the rules of the school and uphold the standards of behavior expected of students on the school campus (e.g., no smoking or drinking). Any student found breaking school rules in the company of or in collusion with alumni will be duly disciplined.
5. Students may not ride in vehicles driven by alumni unless given permission by the Principal or designate.

Alumni whose presence is not considered conducive to the well being of the school may be requested not to visit the school campus and may be requested to leave.