



COVID-19 Visitor Protocol – January 2022

Keeping Our Community Safe

As we return to School for the start of the new academic year, **please note that visitors to school are permitted strictly by appointment only**, and only when your visit is essential.

If you are visiting our School with an appointment, please make sure that:

- You sign in on arrival, leaving contact details in case of the need to track and trace,
- You wash and/or sanitise your hands when you arrive and as necessary during your visit,
- You wear a face covering and wear it as required, in the corridors and all communal areas,
- You maintain a safe distance (at least 2 metres) from other people at all times,
- No refreshments will be provided at meetings.

In addition to the above procedures we have comprehensive processes in place to keep our school community safe. Further details are available on request, but key points include:

- We have put in place enhanced handwashing facilities. This includes the installation of hand sanitisation dispensers at all entry points and to all classrooms.
- All staff, students and visitors must wear face coverings in classrooms, corridors, on school buses, and all communal areas.
- We have significantly enhanced cleaning provision. All our cleaning personnel have received specific training on cleaning for Covid-19.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to minimise face-to-face contact, and physical reminders such as barriers and line markings are in place to minimise inadvertent contact.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential and by appointment only.
- Entry to the school site is by appointment/authorisation only. Pupil drop off and collection must occur outside of the school entrances.

How You Can Help Us:

Limiting the spread of infection is everyone's responsibility. You can help us to keep our community safe by:

- Washing your hands frequently, with soap and water.
- Using tissues (or the crook of your elbow) whenever you need to cough or sneeze, disposing safely of your used tissues and washing your hands immediately.
- Staying at least 2m apart from other people, and encouraging your children to do the same.
- Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.