

In order to support us in maintaining a safe setting for children, staff and visitors during the pandemic, we ask all visitors to please read and abide by the guidance set out in this leaflet.

On arrival...

- On arrival, please use the hand sanitiser provided or wash your hands at the nearest staff toilets. The office staff will be able to direct you to these facilities.
- Sign in using the electronic sign in system and inform the school's office staff of who you are here to see.
- You will be asked to confirm that neither you, nor any member of your household have symptoms of Covid-19 at present.
- Ensure you know who the member of staff is who will be your main point of contact on arrival and during your visit. They will be asked to meet you at the office.

**We all have the
right to feel safe all
of the time.**

Senior Members of Staff

If you have a concern regarding any aspect of your visit, please speak to a senior member of staff who will be more than happy to assist you.



Headteacher
Mrs Becca Williams



Inclusion Lead
Mrs Kate Smith



**Assistant
Headteacher**
Mrs Paulette Johnson

Teacher / Maths Lead
Miss Charlotte Boreham



Lead FSW
Mrs Becky Snelson



SBM
Mrs Jo Osborne

Welcome to



**Covid-19
Guidance
for Visitors**

How can I support the school to minimize risk?

While the school is running on a day to day basis as normally as possible, sensible precautions are in place to minimise transmission of Covid. We ask that visitors support us in continuing to maintain these high standards by:

- Handwashing and using hand sanitiser regularly, when appropriate, during your visit.
- Dispose of any used tissues using the lidded bins which are marked 'Catch it, Bin it, Kill it'.
- Only use the toilet facilities allocated for your use.
- Please limit the close contact you have with children and staff in different areas of the school. If this is not possible, it will be advised that a well ventilated area is used.
- If you wish to be given a mask or visor, please ask at the school office.
- Do not leave anything behind!
- Contact the school if you later test positive for Covid-19.

Fire Alarm

The assembly point for visitors is located on the playground by the wooden outdoor classroom.

In the event of an alarm sounding, please follow the exit route as demarcated in each room, and congregate while the fire warden registers everyone. Visitors will be shown where to assemble in an area away from the classes. On return to the building (once declared safe), we recommend that hands are sanitised or washed.

Illness

If you feel unwell with Covid symptoms (see below) during your visit, you must notify a member of staff immediately and you will be required to leave the school site promptly. Following the government guidance, you would be advised to get tested and self isolate. Please inform the school of the result of your test as soon as possible.

Symptoms of Coronavirus

- a high temperature
- a new, continuous cough
- a loss or change to your sense of taste and smell

Working together is more important than ever at the moment and our vision is always at the heart of everything we do.

Thank you for your support.

Our School Vision:

Working together as a school community to achieve educational excellence for all.



If you would like a copy of our risk assessments or policies, please ask a senior member of staff .