



***COVID-19  
INFORMATION REGARDING  
SCHOOL VISITING PROCEDURES  
FOR STUDENTS AND PARENTS***

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# Covid-19

## Information Regarding School Visiting Procedures for Students and Parents.

### Social Distancing and Movement:

- All students, visitors and staff are expected to be respectful of Social Distancing guidance as set out by the government. People should try to stay 2 metres apart from each other.
- Only 1 adult (parent/carer) should attend to building with their child. Other people (brothers, sisters, friends) should not attend with that adult.
- The school entrance should be used for entry and delivery only. Students and visitors should exit the building by the door near to the Key Workers office, close to the school garages.
- Students and visitors are expected to follow the movement circulation arrows and signage.
- Only 1 person/family will be allowed in Reception at any one time. Outside of the Reception please respect social distancing if there is a queue to get in the building. Please wait in your car if it is raining, and if it is possible.
- Only 1 student or visitor is allowed in the toilets at a time.
- All visitors must use the designated car parking spaces that are designed to allow social distancing.

### Hygiene:

- Students and visitors will be expected to use the hand sanitisation available at Reception before moving into the school.
- All students and visitors must follow guidance on handwashing, hygiene and touching.
- Hand sanitisation will be available in classrooms. Because this contains alcohol (to kill the virus) it can only be used under supervision from staff.
- In line with government, Local Authority and Union guidance change or wash school clothes on a daily basis.
- Students can wear PPE supplied by the school if they wish. PPE will be disposed of in a specific designated bin. They cannot wear their own as the source of this will be unknown.
- Students are asked not to bring personal items to school, including food, stationary and toys. These will not be allowed in teaching areas. Mobile phones must be put in lockers.
- There are extra daily building cleans in place throughout this period.

## Entering and Leaving the building:

- Students and visitors should sign in at the Reception.
- Start and finish times will be communicated to you by your child's Key Worker, although student opening times are currently 10:00am to 12:00.
- Students will depart from the building individually at staff instruction, to avoid congestion of personal space.

## Conduct:

- Students and visitors will only be allowed entry to the school if they are in agreement with the hygiene and distancing guidance.
- Students will be asked to read and sign a guidance and conduct agreement form in order for school to agree access to the building and teaching groups.
- If your child is presenting risk behaviours and is unwilling to take guidance and instruction, they will not be allowed on-site during this period of planning.
- Breaks times are to be taken within the building. There is no 'off-site' breaks allowed.

## Illness and Emergencies:

- Please do not send your child, or attend site yourself, if they or you are displaying Covid-19 symptoms.
- If your child is displaying Covid-19 symptoms or is otherwise ill they will be taken to a separate room and looked after while you are notified, and arrangements are made for them to be taken home.
- If there are Fire or Lockdown alarms that take place in while your child or you yourself are in the building, it is expected that social distancing expectations will be respected at the assembly point.

## Other:

- If your child is travelling by public transport they will be expected to respect the bus company's rules on social distancing.

**Thank you for your co-operation at this time.**