



Covid19 Visitor Protocol for Old Park School

All visits must be pre booked with a member of school staff and you must provide us with contact details including a telephone number. This is part of our track and trace system. These additional details will be destroyed after 21 days.

Please do not arrive more than 5 minutes early for your appointment.

No visits should be scheduled for before 9.30am. All visitors must have left site by 2.30pm.

Please do not come in to our school if you or any of your immediate family are feeling unwell and are showing any of the COVID symptoms

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

When you come into our school please follow these instructions to keep both you and our children safe:

- Use hand sanitiser provided in reception.
- A mask or visor will need to be worn when in school.
- Sign in using the EVM system. You will also need to complete a copy of the Covid19 visitor record.
- Limit the number of personal belongings you bring with you to a minimum.
- Bring no accompanying students or visitors unless previously agreed with the school.
- You must maintain social distancing whilst in the waiting area.
- When using the toilet please ensure that you leave the facilities as you would expect to find them using the anti-bacterial spray and paper towel. Wash your hands thoroughly.
- Please maintain social distancing where possible.
- A member of school staff will collect the child that you are visiting or if you have to see a child in class, then please follow the instructions/directions of school staff.
- Please ensure adequate ventilation in the room when you are working with children. Windows and doors should be open as much as possible whilst still maintaining confidentiality.

You must let us know if you are contacted by NHS Track and Trace or if you develop symptoms of COVID19 or test positive in the next 14 days.

Many thanks for your support.

Miss Jodie Colbourne

Headteacher