



Visitors Procedure

All visitors and parents must have a prearranged appointment with a member of staff before coming to the School. Any visitor without an appointment will be asked to leave the site and contact school via email or telephone to book an appointment.

No visitor will be admitted to the school if they have symptoms of Covid 19, or should be self-isolating.

- All appointments are to be arranged directly between parent, visitor or contractor and staff member.
- Staff member to notify Reception of any meetings with external visitors, confirming date, time, name of visitor(s) and location of the meeting.
- Visitors are required to arrive no more than 5 minutes before their meeting time and will be asked to remain outside unless the weather is severe (i.e. torrential rain). They can announce their arrival via door intercom.
- All adult visitors will be required to wear a facemask unless they are exempt. Staff are also required to wear a facemask when walking through Reception to greet their visitor. It is advised that staff wear a facemask during their meeting.
- Upon the visitor's arrival, Reception will ask the visitor whether they or anyone in their household have symptoms of Covid-19 or have been asked to self-isolate. If the visitor confirms "no" to Covid-19 questions then the visitor will be asked to remain outside and Reception will notify the relevant member of staff of their arrival. If, however the visitor answers "yes" to any of the Covid-19 questions then they will be asked to leave and reschedule their appointment via email or telephone.
- The relevant member of staff meeting with the visitor will greet their visitor at Reception, ask their visitor to put on their facemask (if not already wearing one), sanitise their hands and sign in at Reception.
- If the visitor should need to use the toilet then they are to use the disabled toilet only, located in Reception. Reception will then notify the Site Team so that the disabled toilet can be cleaned.
- Upon leaving the school premises, the visitor will be required to sign out and sanitise their hands.

Visitor without an Appointment

- If a parent, visitor or contractor should arrive at the school wishing to drop something off such as a form or an item for their child, then the item can be placed in the "drop off" box which will be placed outside by the main door to Reception. On Call will be informed so that the item can be delivered to the relevant student.
- Parcels and mail can also be placed in the "drop off" box.
- Any parent/contractor/visitor arriving at Reception without an appointment will be asked to leave and to arrange an appointment directly with the required member of staff. If the parent/visitor refuses to leave then SLT will be contacted.
- If the Police should arrive and urgently need to speak with a member of staff then SLT or a DDSL will be informed.

Headteacher Mrs Nicola Pearce