

Information for visitors to Cringleford CE VA Primary School during Covid-19 Pandemic – (updated March 2021)

Please contact the school office to book your visit on 01603 454946. We will only be able to make appointments in school for ESSENTIAL visitors.

If you are feeling unwell please do not attend school. Please ring to advise that you will need to cancel your visit. Visitors must not attend the school if they or any of their relatives have any symptoms of COVID-19 however mild.

These include either: -

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

In this case please stay at home and call 119 to arrange for a COVID-19 test.

PARKING

1. Please park in the **Willow Centre** as the Visitor Car Park is NOT being used for the time being. Please speak to the school office in advance if you need a disabled parking space.

BEFORE ARRIVAL

1. Please arrive a few minutes before your appointment. Before coming into the school office lobby area please wait outside the school building and call the office to let us know you are here and who you will be visiting.
2. Face Coverings:- In primary schools, face coverings should be worn by staff and adult visitors (unless exempt) in situations where social distancing between adults is not possible (for example, when moving around in corridors and communal areas). Face visors or shields should not be worn as an alternative to face coverings. Children in primary school do not need to wear a face covering. If visitors are seeing children and wish to wear a visor they may do so. However, whilst they may protect against droplet spread in specific circumstances they are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should always be cleaned appropriately.

ON ARRIVAL

1. All visitors will be required to confirm that they have no COVID-19 symptoms before entering the building.
2. On first entering the building please use the hand sanitizer outside the school building and in the reception area to clean your hands

SIGNING IN

1. Preferably, please scan the QR code at the front door to log your visit with “NHS Test and Trace” otherwise complete a manual form when entering the office reception area and place the form in the box. The forms will be kept for 21 days then disposed of confidentially.
2. Please read the school’s safeguarding policy and sign the visitors’ book to say you have read and understood the policy. Please bring your **own pen with you to sign in and out**. Confirm your name and entry time in the visitor book and issue yourself with a visitor sticker.
3. Please remember to bring your DBS certificate if visiting the school for the first time and you have been requested to bring one. This will depend on whether you will be working “unsupervised” with a child/children or not.

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MEETING VENUES

1. Speech & Language Therapy appointments will take place in the Meeting Room. You will need to wait for the child in this room. We will arrange for the child to be brought to you.
2. Music lessons will take place in the Kitchen – for guitar/ukulele and cello and the Quiet Area alcove between Key Stage 1 and 2 for Violin. Music teachers will need to collect their pupils by standing outside the class room and getting the attention of the class teacher or teaching assistant. Each music teacher will have their own register to complete.
3. Other visitors to the school will be advised in advance where their meeting will take place by email.
4. Please ensure that the room/corridor you are in is well ventilated by opening windows/doors where appropriate. Please close any doors or windows you open at the end of your meeting/lesson.
5. We have introduced enhanced cleaning, including cleaning frequently touched surfaces regularly, using standard products such as detergents and bleach. **Cloths and antibacterial spray will be left in the rooms for visitors to use on tables and chairs if they are having consecutive visits with multiple children. Please ensure you wipe down all surfaces before you leave.**

OTHER FACILITIES

1. If you are visiting the school for an extended part of the day please use the Café area for breaks. You may wish to bring your own flask of tea or coffee.

LEAVING THE SCHOOL PREMISES

1. Please sign out **using your own pen** before exiting the office area.

EMERGENCIES

1. Please leave the building from the nearest Fire Exit in the event of a fire alarm. Please congregate in a socially distanced manor at the front of the school or in the playground depending on which door you exited from. We would ask that any children you are with accompany you safely out of the building.
2. Please make contact with the school office if you develop any symptoms of COVID-19 whilst you are at school so that we can arrange for you to leave the setting.

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 children to do the same if this is age appropriate.
- Staying away from school if you are ill for any reason – and isolating for 10 days, in line with Government guidance, if necessary.
- Respecting and supporting all of the safety measures that we have put in place.

Thank you for your support with these measures.