

Riverbank School
School Contingency Plan
2020 – 2021



<p>National Improvement Framework Priorities</p> <ul style="list-style-type: none"> • Improvement in attainment, particularly in literacy and numeracy • Closing the attainment gap between the most and least disadvantaged children and young people • Improvement in children and young people's health & wellbeing • Improvement in employability skills and sustained, positive school-leaver destinations for all young people 	<p>Local Outcome Improvement Plan (LOIP) Stretch Outcomes</p> <ul style="list-style-type: none"> • 95% of children (0-5years) will reach their expected developmental milestones by the time of their child health reviews by 2026. • 90% of children and young people will report that they feel mentally well by 2026. • 95% of care experienced children and young people will have the same levels of attainment in education, emotional wellbeing, and positive destinations as their peers by 2026. • 95% of children living in our priority localities will sustain a positive destination upon leaving school by 2026. • Child Friendly City which supports all children to prosper and engage actively with their communities by 2026. • 25% fewer young people (under 18) charged with an offence by 2026.
<p>School Improvement Priorities 2019 – 2020</p> <p>Improvement Priority 1: Whole School to develop and embed Visible Learning strategies across the curriculum. (Link to new L&T policy)</p> <p>Improvement Priority 2: Develop a whole school approach to Assessment & Moderation (Link to new L&T policy)</p> <p>Improvement Priority 3: Review and update all current curriculum progressions (Link to new L&T policy)</p> <p>Improvement Priority 4: Establish Nurture classroom and further expand nurture principles across the school</p>	<p>School Improvement Priorities 2020-2021</p> <p>Improvement Priority 1: Return to school plan</p>
<p>Context of the school:</p> <p>Riverbank School, is based in Tillydrone, and will have 14 classes and 1 ASN link room when we return in August 2020. There are 60 members of staff at Riverbank School, which comprise of 1 HT, 1 full time and 1 part time DHT, 2 Acting DHTs, 1PT, 20 fte teachers, 12 fte PSAs, 2 office staff, 2 SEYPs and 8 EYPs. The majority of our children reside within properties where the household is deemed to be within SIMD 1-3</p> <p>Since Riverbank School closed to all pupils in March 2020, the children have been offered their learning via google classroom. Generally the majority of children have 'logged in' on a daily basis, although engagement with the tasks set by teaching staff has been less so. Our data suggests that while 46% of children engage daily with the tasks, 30% engage 2 or 3 days per week and 24% have almost no engagement at all. Initially almost 60 families indicated they had no device and they were provided with one. It has become clear during this term that many children are using mobile phones to access Google Classroom and this has been a barrier to their engagement.</p>	

We have continued to offer support to our families in a variety of ways during lockdown including working with our partners to provide financial support and signposting to foodbanks etc, weekly phone contact from school and nursery staff and bespoke support offered by our Northern star worker, Active Schools Assistant and Therapeutic Counsellor.

We have made good use of technology to keep in touch with our families during this time, including a weekly newsletter which is emailed to parents and shared on Social Media platforms. Parents have direct access to all teaching staff and the SMT via Gmail and an advice hotline was setup so that parents could call and talk to a member of staff. We continued to hold GIRFEC and transition meetings using throughout the school closure period.

As we return to school buildings there will be significant focus on ensuring the wellbeing of staff, children and families is carefully considered.

1. Improving and developing our approaches to Learning, Teaching & Assessment

2. Supporting the Wellbeing of all

3. Physical Return to School buildings

2

1. Workforce Planning in response to DSM Guidance

2. Developing the curriculum

3. Supporting the Wellbeing of all

4. Planning extended use of the physical buildings

3

1

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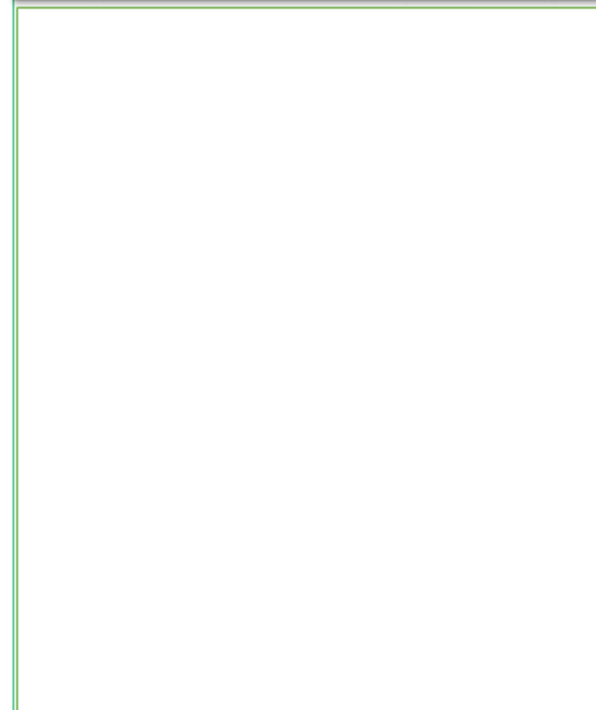
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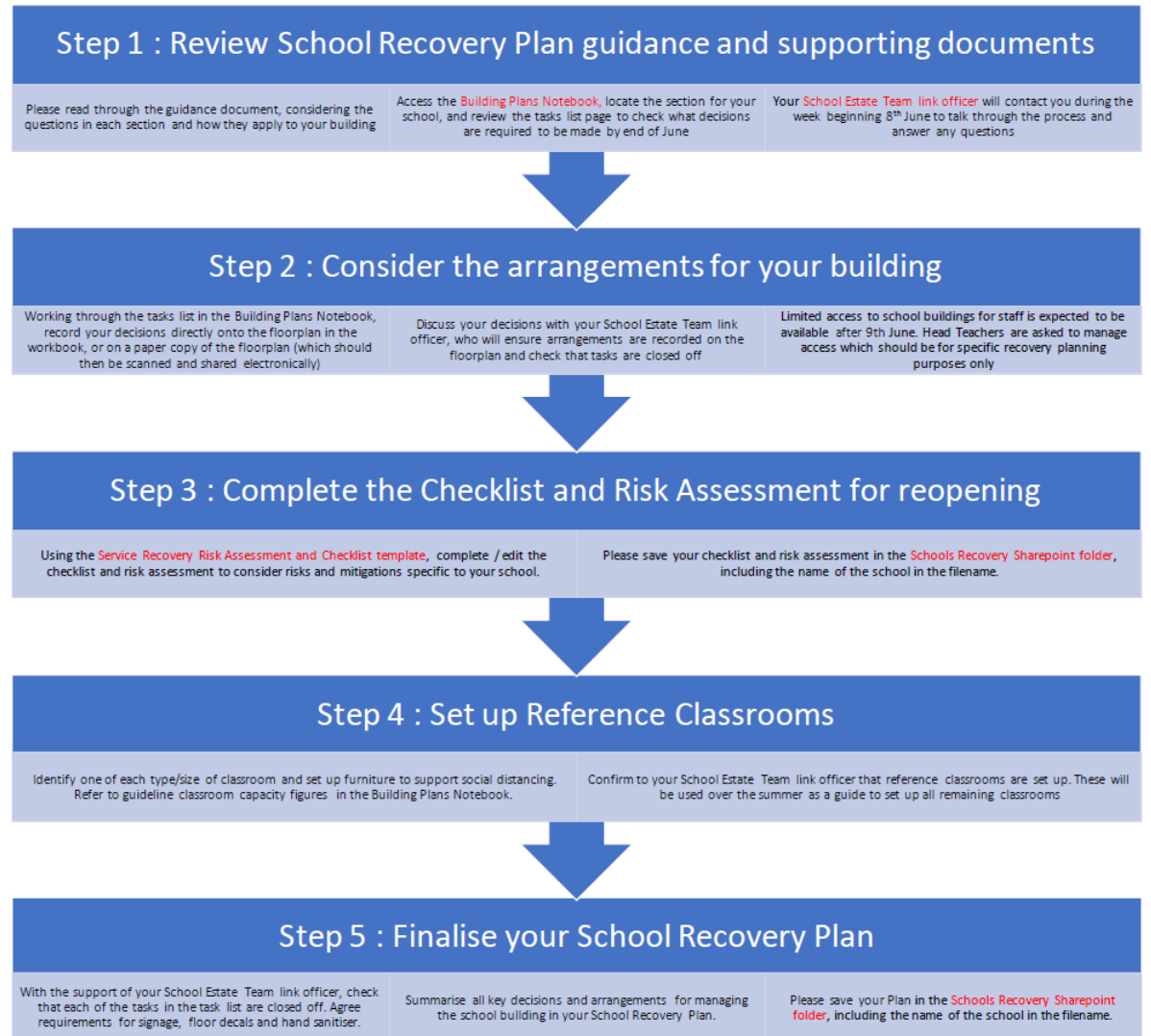
Action Plan 1 Return Plan School Recovery Plan: Managing School Buildings Guidance for Head Teachers

Last Updated: 05/06/20

Links to Supporting Documents

- [School Recovery Plans \(School Buildings\) SharePoint folder](#)
- [School link officer list](#)
- [Revised capacities – primary schools / secondary schools](#)
- [Building plans notebook](#)
- [Local delivery phasing plan \(link to follow\)](#)
- [Strategic Framework document](#)
- [National guidance document](#)
- [Test, Trace, Isolate and Support strategy](#)
- [SSERC guidance on practical Science & Technology](#)

Key Activity and Support for School Senior Management Teams in June



A more detailed Task Tracker covering the actions required in June is available within the [Building Plans notebook](#).

Section 1 - Key principles

The Local Delivery Phasing Plan (LDPP) incorporates the principles and expectations set out in national guidance and details a direction of travel for schools in order to realise equity and constancy wherever possible. The approaches agreed in the LDPP has guided the development of our individual School Recovery Plan, which will act as the School Improvement Plan for Riverbank School for the coming session.

Riverbank Schools Recovery and Improvement plan reflects the key principles as set out in the LDPP and in national guidance:

- Implementation will take full account of scientific and medical advice that it is safe to proceed
- The wellbeing of all pupils and staff will be carefully considered when determining the approach to reopening school buildings
- Risk assessments will be used to support planning and ensure that health and safety legislation and guidance is fully adhered to
- Public health measures will be taken fully into account
- Careful consideration will be given to the balance of in-school and at home remote learning to provide maximum benefit to children and young people
- Planning will build on the experience of delivering Hub and Emergency Childcare provision
- Planning will enable movement up and down the phases of the Route map
- Clear and effective communication with all stakeholders will be paramount

What will this mean for Early Learning and Childcare?

Guidance documentation from the Scottish Government only very recently became available for ELC. Riverbank ELC staff will now use these to guide our detailed planning. Specific information regarding our 'offer' to families will be issued as soon as this is confirmed.

The use of outdoor space will play a key part in how we deliver ELC. At Riverbank we will carefully plan the use of our outdoor environment to ensure that we have as many children attending nursery as is safely possible.

At Riverbank our children will enter the Early Learning and Childcare setting directly and not through another part of the school. We will carefully plan a staggered drop off and pick up from Riverbank to maintain social distancing when parents are on site. Details of this will be shared with parents as soon as practicably possible.

Where capacity allows, we will ensure that additional sessions are made available 'in-school' for those deemed vulnerable.

It is acknowledged that maintaining social distancing with children aged 5 and under is extremely difficult. Our children will therefore be arranged in small groups of 8 (bubbles), along with the appropriate number of adults to supervise that group. The membership of the bubbles (including the adults) will remain the same at all times until restrictions on social distancing in schools are lifted. Whilst members of each group will not be required to remain distant from each other, staff will need to ensure that each group of children maintains a distance of at least 2m from other groups at all times.

What will this mean for primary school

Riverbank School has a variety of different size and shaped teaching areas, we have used these creatively to ensure that the children have as much 'in-school' learning as possible. Whilst keeping primary aged children 2m apart is very difficult, altering the number of pupils in a class and changing the setup of the classroom will support social distancing.

It is proposed that all year groups at Riverbank School return, but in reduced groups with a regular rota system in place so that parents and children have a consistent routine. Classes will be divided into groups (bubbles) with children attending in blocks of days. In most cases classes will be split into three groups, some of which may be of different sizes so that additional supports and staffing can be allocated to some groups. These 'bubbles' vary in size with our smallest bubble being 6 to our largest which is 12. Bubble size is generally restricted by the size of a teaching area and the need to ensure 2m social distancing.

Movement through the school will be limited and most children will spend their time in the one classroom. At Riverbank the majority of our P1-P4 classes will directly enter through an external classroom door to limit interactions with others, however the children from P5-P7 do not have direct access but they will all be given a specific door to enter the school by. To ensure only one class is entering and exiting at a time we will have a staggered start to the day.

We have planned carefully to ensure that we have increased 'in school' contact for those deemed vulnerable, meaning that these children will attend school for 80% of the week.

Local Authorities have been asked to prioritise childcare provision for key workers. In these circumstances it is unlikely that our breakfast will be available. After school provision for children who attend Riverbank School has in the past been provided by Aberdeen Lads Club, who have yet to confirm their plans.

Avoiding physical / social contact within the playground

We are fortunate to have a large playground and playing field at Riverbank, however the playground will be assessed to determine how many children can safely be in a space whilst maintaining social distancing rules. In order to support social distancing, we will have staggered breaks and lunchtimes. No use of fixed outdoor equipment will be permitted at this time. A limited supply of playground equipment (which allows for social distancing), will be available and will be sanitised after each play session and risk assessed appropriately. In severe weather the children will remain in their classroom supervised by a member of staff.

Ventilation in buildings and the use of outdoor space

Riverbank staff will be asked to ensure good ventilation by keeping windows open and where possible not closing the doors of small rooms (unless these are fire doors). At Riverbank we will be encouraging, children and staff to spend more time outdoors, with weather appropriate clothing, keeping at least two metres from others.

Riverbank staff will effectively use outdoor learning to the curriculum as often as is practicably possible. Informal outdoor classrooms set within the natural environment will be used as spaces for learning where possible. This use of our outdoor space will be carefully planned and timetabled to ensure that social distancing is always adhered to. Care will be taken to ensure that outdoor learning is fully accessible to all our learners.

Management of symptomatic building occupants

If a child attending Riverbank School or ELC with symptoms of a cough and/or high temperature, parents will be contacted to collect their child as soon as possible so that they can go home immediately. If a child is waiting to be collected by their parent or carer, they will be isolated in our family room and avoid touching surfaces. They will be supervised by a member of staff until they are collected. Our isolation room will be cleaned after use in keeping with national guidance.

Riverbank School staff will then contact Facilities and ensure appropriate cleaning takes place. Please keep up to date with current guidelines: <https://www.hps.scot.nhs.uk/web-resources-container/COVID-19-guidance-for-non-healthcare-settings/>

Section 2 – Hygiene and Health and Safety Practice

Cleaning Routine

Toilets and washrooms will be cleaned daily by cleaning staff to maintain high standards of cleanliness, using methods and cleaning products in keeping with national guidance (COVID-19-decontamination-in-non-healthcare-settings). Additional sanitisation of taps and flush handles will be undertaken by janitorial services on a regular basis during the school day.

All other areas will be cleaned by cleaning staff before the start of every day, paying special attention to door handles, table/counter tops, bannisters, and other areas touched regularly by staff and children, with additional cleaning during the day.

Particular consideration will be required when children and young people will require access to sensory spaces to ensure that an appropriate cleaning routine is in place between uses. Cleaning arrangements will be considered on a school by school basis as part of the risk assessment process.

If at any time it is not possible to ensure adequate cleaning of an area of the school, this area would then be closed to staff and children. Children will be asked to bring their own filled water bottle to school and they may refill these from classroom taps. This will be supervised by an adult.

Sanitising wipes will be provided to our staff to clean telephones, laptops/desktop computers and associated peripherals and any other items which may be used by more than one individual, so that these items can be effectively sanitised between uses.

Where there has been a COVID-19 case, the cleaning regime will be in accordance with strict rules outlined in COVID-19-decontamination-in-non-healthcare-settings.

At Riverbank School our isolation space, is within our family room located opposite the staff room, our first aid room (located in the 'cube' in the main office) and our sensory room (located within the nurture room) will require special attention for cleaning. (see Section 3 below for more information on isolation spaces)

Use of Learning Resources

Riverbank staff will be given sanitising wipes to undertake cleaning of resources, toys and any other items which may be used by more than one child, so that these items can be effectively sanitised between uses. Some resources, such as fabric resources which cannot be easily cleaned between uses, will not be used for in school learning. Any resources which are not being used have been removed from teaching areas to aid this process. Riverbank staff will be guided to carefully consider an appropriate provision of resources for 'in school' learning.

Books and related resources within libraries will be put out of use, unless they can be made available to individual pupils for their sole personal use. Riverbank School library will be redesigned so that it can be used as a teaching space. Resources will be wiped/cleaned on an ongoing basis by the staff in each room, disposable wipes will be provided for this purpose.

Hand Washing

Health Protection Scotland advise that soap and water should be used for hand washing where this is available. Alcohol based hand gels / sanitiser will be used where there is no access to soap and water. Stocks of soap will be checked and replenished before the start of every day by facilities staff.

Hand sanitiser will be available at each usable entrance point to the building, unless there is immediate access to soap and water in these areas. Stocks will be checked every day and replenished as required by the school janitor and cleaning staff.

Children and staff will be reminded to wash their hands with soap and water for at least 20 seconds, or use an alcohol hand sanitiser, when entering the building, before eating or handling food, after blowing their nose, sneezing or coughing, and after going to the toilet. Children and staff will be reminded to avoid touching their eyes, nose or mouth, especially with unwashed hands. Several posters have been displayed around the school to remind everyone of the need for regular handwashing.

Children and staff will be reminded to cover their nose and mouth when coughing or sneezing with disposable tissues and dispose of them in the nearest waste bin after use and wash hands. Tissues will be available in each classroom, and pupils should be reminded to use the crook of their elbow if no tissue is immediately available.

Hand sanitiser will be available at all entrances to the school building. Stocks will be kept in the Janitor's Office. Staff will advise the janitor if stocks are running low in any area of the school. The Janitor will manage the stock of sanitiser. There are bins in every room for the safe disposal of used tissues / wipes.

Access to Toilets

Pupils' access to toilets will be carefully managed in order to maintain social distancing within the toilet areas. This will be managed by class teachers and support staff. Staggering break times will assist with this. Limits will be placed on the number of pupils accessing a toilet at any one time, depending on the size of the toilet area. There will be a strong emphasis on hand washing after visiting the toilet, and hand washing may require to be supervised (by a PSA/EYP) for younger children. The maximum number in each of our toilets will be kept at 1 (both staff and pupil toilets). Every classroom (bubble) will be assigned its own cubicle and wash hand basin to minimise the potential for spread of the virus. This will be clearly signposted. Children will use a visual system to indicate if there is someone in the toilet.

All staff toilets will be limited to single user only, they will use a visual system similar to that of the children to show when the toilet area is occupied.

Signage on every entrance to the toilets will indicate the total number of users at any one time.

Section 3 – Practical measures to support social distancing in our school

How will we increase separation?

The agreed metric of 5 sq.m has been used to identify the maximum capacity of all spaces in school to help determine which spaces may be most suitable for the provision of 'in school' learning. This metric allocation allows for circulation space in addition to the need to adhere to the 2m social distancing rules.

The spaces used for 'in school' learning will be prepared to clarify boundaries. This may include closing of some areas. It will be important to ensure that all staff and pupils are aware of the any changes in the use of the building. Staff spaces such as school staffrooms, kitchens and break out spaces will also be subject to social distancing arrangements.

Groups of pupils (bubbles) have been planned, and membership of groups will be static. This will help restrict the number of different interactions each pupil has. All of our P1 – P7 children have been split into bubbles of no more than 12 children. These bubbles have been formed in consultation with teaching staff to ensure the best possible opportunities for children to undertake their in-school learning. The bubbles will be allocated a teacher, a member of support staff, a classroom entry / exit point and a start and finish time to be in the school building and grounds. We have taken care to ensure siblings, whilst in separate bubbles, can attend school on the same days.

In order to comply with Public Health Guidance, and teaching staff availability, Riverbank School will only be able to accommodate between 49% and 55% of the school pupil population at any one time. **(This will be updated to reflect the ELC numbers as these are not yet available)**. Each child will attend school for 2 days per week (either Monday & Tuesday or Thursday & Friday) and as mentioned above siblings will attend on the same days. Our most vulnerable learners will be able to attend school on 4 days per week (excluding Wednesday). Parents will be informed of their children's patterns of attendance prior to the 3rd of July. On the days when children are not in school they will continue to engage with google classroom supported by school staff.

	Monday	Tuesday	Wednesday	Thursday	Friday
% of children in school	55%	55%	0% Teachers NCCT / Collegiate planning time	49%	49%

School configuration for Recovery Phase – 2m social distancing (Mon/Tues & Thur/Fri)

Year Group	Children	Total Bubbles	Room	Mon / Tue	Thu / Fri
P1	48	5	6	12	12
			5	12	12
Total P1				24 (50%)	24 (50%)
P2	53	5	1	11	12
			7	11	11
			Nurture	8	23
Total P2				30 (56%)	23 (44%)
P3	46 (-3) = 43	4	8	11	11
			9	11	10
Total P3				22 (51%)	21 (49%)
P4	68 (-1) = 67	7	20	10	9
			19	9	10
			17	10	10
			MU1	9	
Total P4				38 (56%)	29 (44%)
P5	52 (-2) = 50	5	18	10	10
			16	10	12
			MU1		8
Total P5				20 (40%)	30 (60%)
P6	48 (-2) = 46	5	14	10	9
			15	9	9
			MU2		9
Total P6				19 (42%)	27 (58%)
P7	46 (-1) = 45	5	12	9	9
			13	9	9
			MU2	9	
Total P7				27 (60%)	18 (40%)
ASN	9	1	2	9 (100%)	9 (100%)
Total	361			55%	49%

(numbers in red denote the children accessing ASN therefore deducted from total)

If a child is late for school they will not be admitted at their classroom door, they should make their way to the school reception area (with their parent if ELC-P3), where they should make their presence known to the office staff, who will alert a member of SMT who will then admit the child to school via the emergency exit beside the reception.

All classrooms will be used for teaching and learning, as will identified outdoor spaces. All corridors are to be kept clear to support safe distancing whilst walking through the school building. Reconfiguration of furniture in these spaces has been required to support this.

We have identified our dining hall and library (if required) for the storage of excess furniture and resources from classrooms. Our family room has been identified as an isolation space for any pupils or staff who develop symptoms, whilst they wait to return home. Our Isolation space will be well ventilated at all times and will not be used for any other purpose, as they are required to be intensively cleaned after being used by any symptomatic individuals. First aid provision will be provided in the cube within the main office.

The sharing of resources between children and young people during a learning activity will be avoided in order to limit the potential for transmission. Personal belongings will be taken home at the end of any 'in school' learning. Any resources that cannot be effectively cleaned have been removed from teaching areas.

Each child will be provided with a tray in which all the resources they need for the school day will be kept. The school will provide them with a personal supply of stationary, which cannot be shared with others. These will remain in their school tray on the days they do not attend school.

At Riverbank we are fortunate to have good availability of outdoor space, including our playground and sports field. Daily use will be made of these areas to promote outdoor learning across all areas of the curriculum. This will include nurturing activities and Physical Education. Children and staff will be advised to wear appropriate clothing in anticipation of being outdoors.

Our school office has been redesigned to allow 2 members of staff to be working within it daily. Our reception area will be restricted to one person at a time. During Phases 1 – 3 parents will be unable to access this area of the school unless by prior arrangement.

How will we decrease interaction?

It is possible at Riverbank School to create a one-way system in the majority of our corridors, we have one or two areas where this is not possible in these areas we will establish a 'keep left' rule. Our one way system is in a clockwise direction which also helps to maintain the 'keep left' rule.

Before staff and children return we will share information regarding our one-way system and keep left rule and continue to offer all ongoing support to ensure these remain clear and understandable. Limiting the numbers of staff who initially return will enable staff to comply with agreed expectations around social distancing. On occasion and when both possible and practicable children will use outside spaces to move around Riverbank School..

We have planned our start and finish times to reduce the number of children together at one time. We are fortunate at Riverbank to have many entry and exit points therefore children will either start school at 9.00 or 9.15. Our plans will be agreed between the Head Teacher and the school Quality Improvement Manager and shared with parents as soon as practicably possible.

The school will adopt an agreed protocol for drop off and pick up again this will be shared with parents. Parents and carers will refrain from entering the school playground, unless it is to drop off or collect their children from agreed collection points, at the agreed times, which will be identified for all P1 – P3 classes. At Riverbank School nursery parents will be permitted to enter the playground in order to gain access to the nursery entrance. During the school day the playground will remain locked outwith nursery drop off and pick up times. As we have only two gates to our school playground one will be identified as the entry point and one the exit point. Restrictions will be put on entering the school car park with only those with additional

support needs who had previous arrangements will be permitted access to ensure that groups do not congregate. Our School reception area will not be accessible to parents and carers during Phases 1-3 of the return with all enquires made either by phone, e-mail, Google or Microsoft Teams.

Playgrounds will only be accessed by children for the purpose of attending in-school learning and only an emergency will trigger a need for anyone else on site so that carefully calculated capacities can be maintained. Access to the building will be strictly controlled. Every bubble will have an identified entrance/exit door to the playground. Where a classroom has direct access to the playground this door will be used. Children and Parents/Carers will be advised of precise locations and their start/finish times in the separate 'Returning to School' booklet which will be issued to all children prior to the return to school in August.

Groups of primary children will be taught by a limited number of staff. Families and children have been advised of their classes and teachers for next session. In order to maximise the number of children we can have at Riverbank School at one time it may be that this may not be their allocated 'class' teacher, but we will do our utmost to ensure that the teacher they have during this time remains consistent.

Where possible, furniture will be laid out to guide effective social distancing with surplus furniture cleaned and stored in the dining hall / library. Clear signage will indicate any items of furniture which will not be used where full removal is not possible. Staff personal resources and school resources that cannot be effectively cleaned have been removed from classrooms.

In some circumstances (including where the 2m rule will be difficult to apply) a risk mitigation approach will be followed in keeping with Scottish Government guidance. In these circumstances, a group or 'bubble' of set members will be established. This may apply for some very young groups of learners, for some with additional support needs and in some practical subjects subject to risk assessment.

Where children attend childcare within school, movement between areas and groups will be risk assessed and managed to limit contact as much as possible.

Dining arrangements

All children will be asked to bring a packed lunch and the provision of free school meal vouchers will continue. Children will be asked to take any uneaten food / waste wrappers etc home with them, to help reduce the risk of infection spread. Children will be supervised by a PSA whilst they eat their lunch to support the children to ensure they follow social distancing guidelines.

To reduce the requirement for cleaning between sittings, children will eat lunch in their classrooms. This reduces groups of children mixing. Timings of staggered lunch breaks will be dependent on the cohort of pupils in our school on any one day. Timings will enable smaller groups to access the playground at one time and smaller numbers of staff accessing staffrooms at one time.

All pupils must remain on site for lunch in order to limit their contact with others out with the school. These arrangements will be reviewed as restrictions are reviewed.

Early Years dining will be within the setting area to ensure that children can remain within the space. It is expected that due to the reduced numbers of children attending, the organisation of space will accommodate a rolling snack. The social distance practice within the kitchens will also need to be considered. Specific risk assessment on kitchens will be required, which vary considerably in size. (To be updated once Scottish Government / ACC guidance has been received)

Evacuation procedures

Circulation routes and entry/ exit points have been altered and evacuation processes have been amended to reflect this. Muster points have been spaced further apart to allow for social distancing. The Fire Evacuation Plan has been amended in response to this School Recovery Plan and will be shared with all stakeholders.

Should evacuation arrangements for children with complex needs or disabilities be required a Personal Evacuation Plans will be in place.

Orientation

The Senior Leadership Team will brief staff on circulation patterns and revised school layouts to ensure that all staff are aware of new restrictions. A map will be displayed and signage used as appropriate to act as an aide memoir. All children will be advised of arrangements prior to their return, through virtual tours and Google Meets, with health and safety a key focus when groups first join 'in school' learning in August. We will share all of this information on the school website and social media.

Transport Arrangements

Children will be encouraged to avoid travelling to school on either public or school transport with walking being promoted where safe to do so. Where walking is not appropriate and where parents/carers transport by private car, careful consideration will be given to travel plans.

Transport providers will be required to adhere to Transport Scotland's Guidance for Transport Operators. Children will be advised to follow safer travel guidance, which would include the wearing of face coverings, where deemed appropriate, except for very young children or those with particular conditions.

In situations where children become symptomatic of COVID-19 'in-school', parents/carers will be required to provide transport home.

Bike racks will be out of use in order to limit contact and to maintain social distancing protocols. For children coming to school on bikes or scooters, these must be left with parents before entering the school grounds.

Managing Visitors / Managing Reception

External visitors to the school building will generally not be permitted. The only exceptions to this will be for:

- Local authority officers required to visit the school to provide essential support to pupils or staff (by pre-arranged appointment only)
- Contractors required to access the main building or grounds to undertake essential planned maintenance or repairs (by pre-arranged appointment only)

- Contractors working on a closed construction site within the school building or grounds, where appropriate measures have been taken to entirely separate the construction site and contractor personnel from the rest of the school, and the work has been approved to go ahead by Corporate Landlord officers
- Any other visitors required to enter the building for emergency purposes, including emergency repairs

Parents will not be permitted to visit school to speak to teachers or other staff about their children. Unlike in previous years we will not be able to operate a soft finish for Primary 1 children at this time. This will be communicated clearly to all parents via groupcall, the school website and social media. Where parents require to contact a teacher or any other member of staff, they should make contact initially by email, and by booking an appointment in advance. All contact details are clearly displayed on the school website.

Signage will be displayed at school visitor entrance to explain that visitors are generally not permitted, and will provide a telephone number for visitors to contact an appropriate member of staff within the building should they wish to speak with someone or if they have an appointment to attend the school.

If a visitor has an appointment to access the building, they will be asked first to confirm that they are not displaying any COVID-19 symptoms. Those displaying symptoms will not be permitted access.

Where possible, visitors permitted access, will remain within the reception area of the school and speak with the relevant member(s) of staff via the Reception desk window / hatch.

The name and contact telephone numbers of all visitors entering the building will be recorded, along with the date and times of their attendance, in order to support the national Test and Protect Strategy.

We will record information regarding visitors (name, postal address, email address, phone number) on a google form to ensure we comply with Public Health Advice. A central diary will be held in the office so that the allocation of appointments for parents wishing to speak to staff can be managed effectively.