

The time of visits to the school is managed so that visitors are separated from our children and staff, where possible. Where not possible, we utilise outdoor spaces or large, well-ventilated rooms with furniture spread out.

Visitors to school are permitted by appointment only, and only when your visit is essential.

If you are visiting our school with an appointment, please make sure that:

- You sign in on arrival at the office
- You wash and/or sanitise your hands when you arrive and as necessary during your visit
- You maintain a safe distance (at least 1 metre, and ideally two meters) from other people at all times

We have comprehensive processes in place to keep our community safe. Further details are available on request, but key points include:

- We have developed a clear protocol and provision in the event of a member of staff or pupil presenting with COVID-19 symptoms while at school. This includes clearly defined safe areas for isolation until an individual can safely travel home.
- Tissues are available in all classrooms, along with lidded waste bins for the safe storage of used tissues.
- We have put in place a comprehensive communications plan, delivered through posters across the site and verbal reminders from staff, to ensure good hand and respiratory hygiene.
- We have significantly enhanced cleaning provision. All our cleaning personnel have received specific training on cleaning for Covid-19.
- All staff have completed safety training in respect of Covid-19.

### How You Can Help Us

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 your children to do the same.
- Staying away from School if you have symptoms, have tested positive for Covid-19, or have been in close contact with a confirmed case, in line with Government guidance.
- Respecting and supporting all of the safety measures that we have put in place.

If you have any questions about health and safety, and especially as it relates to the controls we have put in place to minimise the risk from Covid-19, please do not hesitate to contact Mr Jem Brereton on: [head@hethersettwoodside.norfolk.sch.uk](mailto:head@hethersettwoodside.norfolk.sch.uk)