



Covid-19 Visitor Protocol

Under normal circumstances Lees Brook welcomes visitors to school. The COVID-19 pandemic is a difficult time for all of us and safety is our number one priority. We are doing everything that we can do to prevent the spread of this disease and protect our students and staff. To minimize risk, our new Visitor Protocol puts strong limits on visitors entering our school during this pandemic. We require all visitors not to have visited any Category 1 area (according to the Gov.uk website) within the last 14 days.

IMPORTANT

Do not arrive at school without an appointment and:

- Seek approval for the visit from the person to be visited.
- Complete the Visitor Declaration form 24-hours prior to the visit. The form is posted in the COVID-19 section of the web site.
- Comply with social distancing guidelines.

Parent Visits:

At times, we know parents may need to visit the school in an emergency or to drop off an item for their child during the school day. If this situation arises, please telephone Main School Reception in advance. Unless the school has a record of the visit you will not be allowed on site.

Students leaving school site for appointments during the school day:

Doctor appointments and other off site appointments are encouraged to be scheduled outside the school day when possible. If students do need to leave the site for an approved appointment, they will be escorted from their Zone by a member of staff to sign out at Student Services and then down to the main gate. **Parents are not permitted to come onto school site, they must wait for students at the school gate.**

All students returning to school after an appointment will have to sign in at main reception from where they will be collected by a member of staff. Students will be required to sanitize hands and remove masks before proceeding back to the classroom.

Intervention Specialists, Cover staff etc:

All Cover teachers, Intervention Specialists and other specialists who work with students on a regular basis will be required to follow the Visitor Protocol.

Parent Meetings/Conferences:

All parent meetings will be scheduled virtually as far as possible until further notice.

Admission Visitors:

This will be limited to students who have additional needs. All other information required will be on the school website.