



**WINCHCOMBE SCHOOL**

## **Guidance for Visitors: Coronavirus (Covid-19)**

### **Keeping our Community Safe**

As we return to School for the start of the new academic year, please note that visitors to the school are permitted strictly 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
- You wash and/or sanitise your hands when you arrive and as necessary during your visit
- You carry a mask or face covering and wear it as required
- You maintain a safe distance (at least 1 metre, and ideally two meters) from other people at all times
- You observe our one-way system
- Please do not attend your appointment 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.

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.
- We have put in place enhanced handwashing facilities. This includes the installation of additional external sink units, and the installation of hand gel dispensers at all external entry points and to all classrooms.
- We will provide tissues to all classrooms, along with lidded waste bins for the safe storage of used tissues.
- We have advised staff and visitors that wearing masks in communal areas and where social distancing is not possible is compulsory. Staff and Visitors may choose to wear a face mask in lessons when not socially distancing.
- Wearing a face mask for students is not compulsory whilst in school, but they may choose to a face mask if they wish.
- It is compulsory for Students to wear a face mask on school buses.
- 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 and we have an additional cleaning regime throughout the school day.

- Our students have been grouped in “bubbles”, to help minimise any unnecessary contact and enable us to track any close contacts quickly if need arises.
- We are enforcing social distancing: verbal reminders and posters are reiterating the messaging, classrooms and dining rooms have been laid out to minimise face to face contact, and physical reminders such as barriers and line markings are in place to minimise inadvertent contact.
- We are enforcing a one-way system around the school; posters are displayed around the school site as guidance.
- We are keeping all classrooms and communal areas well ventilated.
- We have strict controls in place to ensure parents/carers do not come into school unless it is essential, and by appointment only.

### **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.