

COVID19 Visitor Policy

During the continued pandemic we are making changes to our visitor policy. All visitors must read and follow this policy. It is designed to minimise visitors and keep both the school community and visitors safe. It is subject to change as guidance changes.

All Visitors

Is your visit necessary or can it be completed via Google Meet or telephone? In the vast majority of cases meetings can be conducted by Google Meet or equivalent. We can support this by booking the meeting and sending you an invite.

If the visit cannot be conducted in any other way:

Do NOT visit the school if:

- You or anyone in your support bubble/household have had any of the following symptoms in the last 14 days:
 - Loss of taste or smell
 - High Temperature
 - Continuous cough
- You have visited a country that is not on the government 'safe list' within the last 14 days
- You have been told to self-isolate by Track and Trace

During your visit you must observe the following:

- Follow 2m distancing at all times.
- Wear a mask when entering the school.
- Fill in your contact details (telephone number) with your name when you sign in at reception to assist with Track and Trace on the signing in sheet
- Avoid movement around the school, particularly during lesson change overs

Parents/Carers

- You must **telephone** to make an appointment if your concern cannot be addressed over the phone or by email/Google Meet. This allows us to ensure that the reception area is not overcrowded.

Contractors

- In addition to the above you must wear a mask whilst in the school corridors. This does not apply to long term agency staff

Volunteers

- Please discuss with the headteacher whether or not you will be able to continue attending (vickywillis@kingethelbert.kent.sch.uk)

If you have any concerns or questions please contact the headteacher vickywillis@kingethelbert.kent.sch.uk

If you do not follow this policy you are likely to be asked to leave the premises