



## Keeping Crofton Hammond Infant School safe: Information for visitors during the Covid Pandemic

In order to ensure the safety of our children and staff during the current pandemic we would like to remind you that all enquiries should be made by telephone or email and we ask that you do not enter the school building unless in extraordinary circumstances. You can phone school on 01329 663733 or email [adminoffice@croftonhammond-inf.hants.sch.uk](mailto:adminoffice@croftonhammond-inf.hants.sch.uk). Any permitted visits to school are by strict appointment only.

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

- When you arrive at school you buzz the button on the key pad in at the entrance to the school and wait for someone to admit you
- You wait for a member of staff to sign you in
- Scan the QR code using the NHS COVID-19 App to check in
- You wash 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 2 metres) from other people at all times

We have comprehensive processes in place to keep our community safe, listed on our risk assessment which is on our website. Key points include:

- Where possible, meetings are to be held in the Cabin or the area outside of the Cabin, ensuring that visitors are away from the main school building.
- The development of a clear protocol 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.
- The addition of enhanced handwashing facilities. This includes three additional hand-washing stations and bottles of hand sanitiser in all classrooms.
- The introduction of staggered drop-off times in the morning so that parents are more easily able to socially distance at drop off and pick up times.
- The grouping of pupils in bubbles to help minimise any unnecessary contact and enable us to track any close contact quickly if the need arises
- The introduction of an enhanced cleaning programme, including the cleaning of surfaces and door handles throughout the school day.
- Doors and windows are kept open wherever possible to support the flow of air through the building.

You can help us by:

- Washing your hands frequently, with soap and water
- Using tissues, or the crook of your elbow, whenever you need to sneeze or cough and washing your hands thoroughly afterwards
- Staying 2m apart from other people and encouraging your child 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

Thank you for your co-operation.