



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 online or by phone? In the vast majority of cases meetings can be conducted online. 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. If this is problematic wear a mask and maintain 1m distance
- Complete a track and trace form, available from the school office
- Avoid movement around the school, particularly during lesson change overs

Parents

- You must phone to make an appointment. This allows us to ensure that the reception area is not overcrowded

Volunteers

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

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

If you have any concerns or question please contact the head of school
mjones@danecourt.kent.sch.uk

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

Martin Jones
Head of School
July 2020