



COVID19 Visitor Policy Addendum

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 have had any of the following symptoms in the last 14 days:
 - Loss of taste or smell
 - High Temperature
 - Continuous cough

Prior to your visit

- Please take an LFD test and report the results to the NHS using [this link](#).

During your visit you must observe the following:

- Complete sign in procedures at 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)

Face coverings

- Face coverings should be worn throughout your visit

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 – Headteacher
Updated January 2022