



COVID 19 reopening protocols for visiting the school site

Entering and Exiting the School Site for Pupils:

- Each bubble will have a dedicated arrival time. Signs will be used to provide information to parents.
- Social distancing signs will be placed around the school as a reminder.
- Parents and children will need to wait away from the school (perhaps in their car) if they arrive early.
- Only one adult may accompany a child to or from the playground.
- On arrival, each adult and child pair must wait on the designated spots on the playground which have been marked out at 2m intervals.
- Each adult and child must part on the playground allowing for their child to walk independently to the classroom at a distance of at least two metres between one another.
- Keyworker children will continue to enter through the front entrance of school as they have been doing.
- When collecting children at the staggered end time of the school session, parents will need to wait on the designated spots on the playground to socially distance from one another. Staff will lead children to the front of the school and see pupils to their parents. When children are collected, parents should leave straight away to allow next group onto the playground.
- Communication with adults in school will either be done through email or by telephone. No face to face conversations will be able to happen.

Contractors:

- Visiting the site is to be discouraged between 8:30am and 4:00pm.
- Deliveries should be to the front porch and be placed in the area marked in the foyer.
- Gloves are to be worn when checking deliveries.
- Only essential maintenance jobs and statutory inspections will be carried out during the partial lockdown
- Where contractors must be on school site between 8:30 and 4:00, they should be provided with the protocols which apply and will be expected to follow them and the normal safeguarding protocols.

Other visitors

- Visits to the site other than by staff or pupils must be by appointment only by emailing enquiries@heckington.lincs.sch.uk.
- Currently all external agencies that work with the school are discouraged from visiting. Meetings will take place by telephone or video conference.
- For supporting the safety of pupils and staff in school, Governors, key LCC staff and the emergency services may attend the school site but will be briefed on arrival by staff about our protocols.
- Parent meetings will be carried out via virtual meetings wherever possible, including third party consultants/advisors if necessary.
- Sports coaches will not be permitted into the school property during lockdown, but can provide teaching through virtual software providing they can promote social distancing through their teaching.
- Music coaches will not be permitted into the school until lockdown restrictions have been lifted due to sharing of musical instruments.