



Covid 19 Visitor Guidance.

At Castle Academy we ask for the support and understanding of our visitors in helping us to minimise the risk of Covid-19. Our main focus is for the safety and welfare of our pupils, their families and our staff. We continue to take guidance from the Department for Education and Public Health England, Astrea Trust and DMBC. Taking this into account, we are now limiting access to the site to essential visitors only by appointment.

If you are unsure as to whether your proposed visit to the school is essential, please contact the school on 01709513010 or via email admin@astreacastle.org

If your visit to our school is an essential one, we would nevertheless ask that you refrain from visiting if you:

- ❖ Have travelled from or transited through any of the countries or areas that are currently on 'lockdown' in the past 14 days.
- ❖ Have symptoms of Covid-19-
 1. High temperature
 2. New consistent cough
 3. Loss of/change of taste/smell
 4. Anyone in your household is required to self-isolate in accordance with Government guidelines

If you are delivering items to the school or are carrying out a pre -arranged visit then please use the staff car park which you will see signposted and follow the signs (down the steps) to the school office. Please use the hand sanitiser before and after using our buzzer.

Once signed in by a member of staff, we would ask that you repeat good hand hygiene during your visit:

- You are requested to use the hand sanitising station before using the school buzzer and the signing in machine.
- Please wash your hands often with soap and water throughout the day, especially prior to eating, for the recommended 20 seconds. Hand sanitiser is also located around the school building for you to use.
- In the event of coughing/sneezing – please use tissues, disposing of them immediately (in our snuffle bins) and then washing your hands.
- Avoid touching your eyes, nose and mouth with unwashed hands.

When you are met by one of our members of staff, they will not offer a handshake as a greeting please do not be offended by this.

Our Risk Assessment for Covid-19 does not encourage the use of masks or coverings. If you intend to wear a mask or face covering during your visit to the school, please make this known when you arrange your appointment.

Where possible, visitors are to remain 2m apart from all other staff and pupils, when moving around the site and, if taking a seat during your visit, you should be positioned 2m apart from those in the same room.

During your visit, unfortunately we are unable to offer our usual hospitality however you are welcome to bring a bottle of water or snack with you. If you wish to use the toilet facilities while on site, a member of staff will direct to where you need to go.

If you start to present Covid-19 symptoms or feel unwell on site, please advise the member of staff you are visiting and go home immediately. A member of staff will sign you out at reception. You should seek a test and we ask that you contact the school to let us know, if you have a positive or negative result.

Thank you

Ann-Marie Mason

Executive Principal

