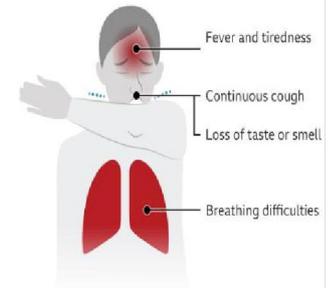


VISITORS ENTERING THE MAIN BUILDING

As you need to enter the building and may be here for some time, we ask that you stick to our COVID-19 restriction rules:

1. Please don't be offended when we ask if you are showing any signs and symptoms of COVID-19



2. Please use the hand-sanitiser provided



3. Please sign in using your own pen. If you do not have one, use one of ours and then clean it and place it in the bowl provided



4. Please stick to social distancing guidelines and ensure you stay 1 metre+ away from members of staff and children. Please talk to a member of staff if you need to move to another location



5. If you desperately need to use our WC facilities, the only one you can use is the disabled toilet near the entrance. Please adhere to NHS handwashing guidance at all times



Your visit should have been pre-arranged in order to ensure safety. However, if it hasn't been, you will be escorted if children are on site as per our safeguarding guidelines.

Thank you for taking the time to read this and for respecting our guidelines.

VISITORS

Please stick to our '1 person in reception only' policy.

GENERAL DELIVERIES:

- **Please leave deliveries in reception and notify a member of staff***

VISITORS NEEDING TO ENTER THE BUILDING

- **Notify a member of staff that you are here***
- **Please do not be offended when we ask if you are showing any COVID-19 symptoms!**
- **Please read the information we give you**

PARENTS AND CARERS

- **Notify a member of staff that you are here* if you need to**
- **Contact us by MyED, if no-one is available.**

**** Ring the doorbell on the green door. If no-one answers, phone one of the mobiles:***

- ***07874 690551***
- ***07564 612889***