

Welcome To Our School

We welcome visitors to Willenhall Community Primary School.

Our priority is to ensure our school remains a safe place for children, staff and all other members of our school community.

All visitors arriving at school should be by appointment only. You will receive an email invitation, if you accept the invitation you will then receive a QR code to scan on arrival at school to sign in.

Please be advised that we are only allowing one person (or household) into our reception lobby at any time.

We hope this leaflet will provide all the information you need to keep yourself, and those around you, safe during these unprecedented times.

Further information

If you have any further questions or concerns regarding how we are keeping visitors safe during this COVID-19 outbreak please do not hesitate to contact Deborah Shaw, School Business Manager.

Tel: 02476 302004

admin@willenhallprimary.org

Break Areas for Staff & Visitors

In order to maintain “bubbles” and social distancing during breaks, designated areas or rooms have been assigned to groups of staff. Visitors should check with their host if they need to take a break. Please remember social distancing should be maintained in these areas and face masks should be worn unless you are eating or drinking.

Cleaning

Extra cleaning is taking place throughout the day, particularly in high traffic areas and those with multiple touch points around school.

Cleaning stations are available in every room of the school. Please ensure that you wipe down all surfaces when leaving a room that you have used. Dispose of wipes in lidded pedal bin provided.

The school follows a deep cleaning regime which includes whole school “fogging” on a weekly basis.

Ventilation

Windows and doors must be opened every hour and at break-times and lunchtime for 5 minutes to allow air flow.

Risk Assessments

Risk Assessments have been completed in line with Local Authority requirements. If you would like a copy of these please do not hesitate to ask the School Business Manager.



Willenhall
Community
Primary School

COVID-19

Safety Advice

For Visitors

To Our School

How is Willenhall Community Primary School Keeping You Safe?

At Willenhall we are committed to following the government guidelines on COVID-19 in order to ensure that the pupils, staff and visitors to the school remain safe.

Help Prevent the Spread

We ask all visitors to the school to help us to prevent and slow down transmission.

If you have visited the school before please ensure you are familiar with the new procedures in place.

NHS Track and Trace

All visitors will be required to either scan the NHS Track and Trace QR code with their smartphone on arrival at the school, or complete a paper slip with their contact details and place in the designated box. The slips are destroyed after 21 days.

Do You Feel Unwell?

If you feel unwell or have been in contact with anyone who has symptoms of COVID-19, or if you yourself have been advised to isolate, please do not enter the school site. It is important that we keep the school as safe as we can and it is essential that all adults and children entering the school site follow this instruction.

If you feel unwell whilst visiting the school and believe that you have symptoms of COVID-19

please report this immediately to a member of staff. We have “hands off” thermometers in school to check temperatures. We have PPE available, including face masks and shields and a fully equipped isolation room for you to go to in order to contain the suspected virus until such a time as you can leave the building safely.

Once you have left the building we ask that you arrange to have a COVID-19 test and keep the school up to date regarding your wellbeing, including test results, so we can ensure deep cleaning is carried out and staff and pupils are isolated in accordance with government guidelines.

Hands > Face > Space

We are actively promoting this government message and there is signage throughout the school to act as a reminder to all.

Hand Hygiene

Visitors, staff and pupils are asked to wash their hands thoroughly with soap and water before leaving home and again on arrival at school.

Hand sanitiser is available throughout the school for all pupils and adults to use regularly. We are also asking everyone to wash their hands frequently during the day, especially before and after eating and, as always, after using the toilet.

Catch it, Bin it, Kill it

Tissues and lidded pedal bins are readily available in all areas. Hand sanitiser is available in all classrooms, offices and shared areas and

people are strongly advised to wash hands as part of the preventative action.

Face Masks

All adults are required to wear a face mask or shield when moving around the school and in all communal areas. If you do not have one with you with please as at the school office on arrival.

Face masks may only be removed when teaching children or eating in designated break areas (see back page). Please store it in a sealed plastic bag.

Social Distancing

It is essential that all adults maintain a 2 metre distance between themselves and other adults, and wherever possible, the pupils. There are floor markings and signage around school to act as a reminder.

“Bubbles”

In order to comply with the current government guidelines we have created year group “bubbles”. Wherever possible these groups do not mix. There will be no sharing of equipment between these “bubbles” unless suitably cleaned. The year groups will eat together and play together but not mix with any other year groups.

Staff can move within these bubbles but unnecessary movement around the school is discouraged. Telephones are available in all classrooms and should be used to contact other members of staff as required – please wipe with antibacterial wipes after use. The school office can be contacted on extension 600.