**COVID-19 office contact fact sheet – parents and visitors**

Now that the lockdown restrictions are starting lift and we have welcomed all the children back into the school setting, we have decided to make a few small changes with the safety of our school community in mind.

As a school we will always value the relationships we have with our parents, carers, staff and the wider community and these changes have been made in order to help us adhere to the recommended social distancing and good hygiene guidelines for the benefit of all involved. I’m sure that you will all appreciate the reason for these changes and will support us as best you can.

**Contacting the school**

* As a school we welcome contact through the [admin@isleofelyprimary.org](mailto:admin@isleofelyprimary.org) email or on 01353 612818. If you have any queries or questions or would like guidance from a teacher these should be your first port of call. In order to minimise face-to-face contact with all staff and for everyone’s benefit please ***only*** come into the school as a last resort if your enquiry can not be dealt with in any other way.
* Please also note that our teachers are teaching in school, and as such, they will not be available to answer emails during the school day. Please be patient, we will respond to your email as quickly as we can.

**Lobby**

* Please do not enter the school building at all if you are currently experiencing ***any*** symptoms of COVID-19. This is to help prevent the possible spread of COVID-19 within school premises.
* In order to minimise face-to-face contact with all staff and for everyone’s benefit please ***only*** come into the school as a last resort if your enquiry can not be dealt with in any other way. Please wear a face covering on site.
* The window between the office and the lobby will remain shut for the time being, but don’t worry we can still hear you!
* Due to the confined space of the lobby only one visitor will be admitted at once to minimise contact. Any additional visitors will be asked to wait outside observing the usual social distancing guidelines. (The pavement/outside area will be marked with tape at 2m intervals)
* There will be hand sanitiser available on entrance to the lobby for your benefit and to assist with good hygiene practices.

**Visitors**

* Please wear a face covering while you are on the school site.
* Please wash your hands or use sanitiser on entry to the building.
* Please follow social distancing when moving around the school and during meetings.