



## **Visitor Policy: Covid-19**

In response to the Coronavirus pandemic we at Thornhill College have been working extremely hard to minimise risk and keep all members of our school community safe. To that end we have implemented a visitor policy whereby visitors to the college are permitted strictly by appointment only, and only when the visit is deemed absolutely essential.

### **Parents/carers**

The majority of meetings between staff members and parents/carers will be conducted over the phone or by email. Furthermore, we are asking that parents/carers **do not** drop off items to the school for their child. We can assure you that if your child forgets her lunch a school meal will be provided.

We are discouraging students from leaving the site during the school day. Doctor appointments and other appointments should be scheduled for outside of school hours. However, if this is not possible pupils should inform their form teacher and show a note from home. At the relevant time they will exit through the designated door to be collected by their parent/guardian at the entrance. Parents are **not** permitted to come to the reception area to sign students out. On return to school students must use the intercom at the entrance and inform the office staff they have returned. They will then make their way to their designated entrance, sanitize their hands, wear a face covering and return to class.

### **Essential visitors**

The only visitors permitted onto the site will be those required to undertake essential maintenance under the guidance of the caretaking staff or those providing a specialist service i.e. school counsellor, music tutors etc. Again, a prior appointment must be agreed and such visitors must sign in at the reception area. Social distancing guidelines and hygiene measures must be adhered to at all times and a face covering must be worn in communal areas.

### **Medical declaration:**

Those visitors coming into the school are confirming the following:

- They are not displaying any symptoms (a new and persistent cough, a high temperature, a loss or change to sense of smell or taste)
- They are not awaiting the results of a test
- They are not currently required to self-isolate as per PHA guidance

**Please note adjustments may be made to this policy during the course of the year based on our experience of the virus.**