

Welcome to Altmore Infant School & Children Centre

We have created a short visitor guide to provide you with key information on the measures we have put in place, to keep everyone who enters our building safe. I would like to reassure you that we have taken reasonable precautions to ensure that all children, staff and visitors are safe while they are in our school.

This brochure will provide you with some key information to ensure you are aware of the protocols and safety measures while you visit our School/Children's Centre. We are working hard to educate our children about protective measures to keep themselves and others safe. Please familiarise yourself with this information leaflet before you enter the school premises. You will need to sign our COVID-19 Visitor Agreement and leave your contact details for Track and Trace purposes.

Lastly, the safeguarding of our children remains paramount. Please take note of the safeguarding arrangements.

Thank you for your co-operation.

Sarah Rowlands
Executive Headteacher

On entry all visitors must:

- Sign-in and wear a lanyard given to them from our office staff
- Sign a COVID-19 Visitor Agreement
- Check their temperature
- Use the hand sanitiser provided
- Wear a mask
- Scan Newham's Test and Trace APP

During your visit you must:

- Not enter restricted areas of school and follow instructions given to you on entry
- Have meetings/deliver training in a well ventilated room with open windows for air circulation
- Refrain from shaking hands
- Have respect for others by keeping socially distanced
- Wear PPE if instructed to do so

When working with staff or children:

- Do not share stationary and other items
- Avoid 'hot desking' or sharing work spaces where possible
- Take breaks at different times to staff members
- Wash your hands regularly
- Catch it, Bin it, Kill it - cough or sneeze into a tissue, bin the tissue and sanitise your hands immediately



Newham Test and Trace

Please help Newham by using Altmore Infant School's QR code to check in when you visit our premises. This is a very simple process that takes less than one minute.

Track and Trace

The UK Government has asked that we support the 'Track and Trace' initiative by collecting contact details from any visitors. Any information you give will be held securely and will be used strictly for Track and Trace purposes. This information will be destroyed 21 days after your visit.



HOW TO INSTALL THE APP

NHS Test and Trace App



1. Go to the app store

Unlock your phone. Scroll through your phone to find an app called 'App Store' or 'Google Play Store'. Tap on it to launch the store.



2. Search for the app

Type 'NHS COVID-19' into your store's search bar. Tap on the result named NHS COVID-19 app.



3. Download the app

Tap on the NHS COVID-19 app to download it. Make sure it is the one called NHS COVID-19.



4. Install the app

Once the app is downloaded, open it and follow the instructions to install and use.



5. Using your code

You will have received a unique 8 digit code in a letter sent to your house. Enter this code when the app asks you to.

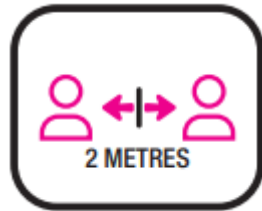
If you've lost your code or need another one, email testandtraceapp@newham.gov.uk or call 020 8430 2000, option 4 and say "Test and Trace" or visit www.newham.gov.uk/testandtrace

Following Government Advice

Wear a face Mask



Keep your distance from other people



Wash your hands regularly, for 20 seconds



Helpful Websites



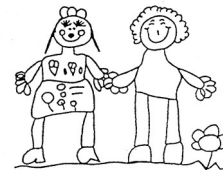
NHS COVID-19 Helpline

<https://www.nhs.uk/conditions/coronavirus-covid-19/>



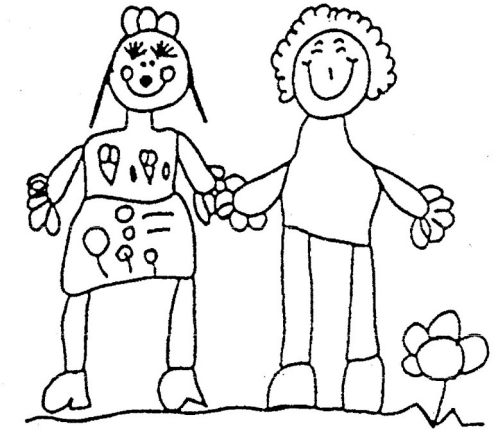
Government Advice

<https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19>



Our School Website

<https://www.altmore.newham.sch.uk/page/?title=Remote+Learning&pid=116>



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**Visitor Guide Under
COVID-19**

