

**Key information for Westacre Infant School Staff using school from
Monday 23rd March 2020**

A member of staff must complete the registers that have been created whilst remaining in Mrs Hinett's room.

The children will then be permitted access to the main building

Parents are not allowed in the building

Children must wash their hands

On arrival

Before snack

After play

Before lunch

After lunch

Before they go home

After visiting the toilet

All coats and bags must be placed on pegs in bottom corridor

The children need to be outside as much as possible

Thank you in advance for your support and cooperation,

Mr Edmunds

Key information for Critical Workers using school from

Monday 23rd March 2020

You are not allowed to enter the building

Your child must be registered by a member of staff and you must confirm your work status before they enter the building

You must confirm what time and whom the adult is that will be collecting your child/children

We will be washing our hands regular and using specific areas within school

We have limited capacity to answer phone calls

Use the email service for general enquiries

Opening hours are 8:45 – 3:30 unless you usually use Breakfast Club or Teatime Club

School will close as soon as all pupils are off site

Thank you in advance for your support and cooperation,
Mr Edmunds