



Headteacher: Mrs. Jane Mullarkey
Deputy Headteacher: Ms Trish West

COVID 19 Information for Visitors and Volunteers

We look forward to welcoming you to Wingrove Primary School. To ensure that you, our staff and our students are safe we have a number of measures in place that we require everyone to adhere to:

1. On arrival at Wingrove School site please wear a mask or visor and report to the main school reception. Please note, there is only 1 person/family/bubble allowed in the foyer at a time
2. Once in the foyer, please press the bell for attention and use the hand sanitiser provided
3. A member of the Admin Staff will ask to check your ID
4. You will be asked to complete a screening questionnaire (questions below) and asked to sign and date it (you may wish to bring your own pen)
5. You will be escorted to your work area – you will be required to wear a mask or visor when working 1:1 with pupils or small groups or if you cannot maintain safe distance
6. Toilets are available and sanitising products provided
7. Refreshments are available, and appropriate measures are in place for people to make themselves a drink safely
8. Please adhere to Covid safety information signs regarding number of people allowed in rooms etc.
9. Antibacterial spray, cleaning wipes, hand sanitiser and hand washing facilities are freely available throughout the school. Please ask a staff member if there is anything you need
10. Please wear a mask or visor when exiting the building and ensure that a member of staff signs you out.

Screening Questions

1. Has anyone who lives in your house been diagnosed with coronavirus in the last 10 days?
2. Have you or has anyone in your household been advised to self-isolate because you have coronavirus symptoms?
3. Have you been advised to self-isolate because you have been in close contact with someone who has tested positive for coronavirus?
4. Are you or is anyone in your household suffering from flu, high temperature, new continuous cough or loss or change of sense of smell or taste?
5. Have you been advised to self-isolate because you have entered the UK in the last 10 days?
6. Have you been advised to shield because you are at high risk from coronavirus (clinically extremely vulnerable)?

WINGROVE PRIMARY SCHOOL



Hadrian Road, Fenham, Newcastle upon Tyne, NE4 9HN

Tel/Fax: 0191 2735466 / 2730080 E-mail: admin@wingrove.newcastle.sch.uk Website: www.wingrove.newcastle.sch.uk