



St Columb's College Working Policy on Visitors and Parental Contact

So that we can ensure the safety of all members of our school community we are implementing this Working Policy with reference to visitors to the school and contact with parents/guardians/carers.

Visits to St Columb's College will only take place where such visits are deemed essential by the school and have been previously organised by appointment. Visitors must not turn up unannounced seeking admission to the school for an unplanned meeting with a member of staff.

Visitors should not try to gain entry directly into the school but rather should telephone the Main Office on 028 71285000 to give notice of their arrival and the purpose of their visit. They will then be advised if a visit is acceptable and if so what procedures need to be followed.

Contact with Parents/Guardians/Carers

Contact with our parents/guardians/carers is an essential element of the successful partnership that underpins the work of our school. In the current context, however, it is essential that such contact takes place in a way that ensures the safety of all.

At this time contact with parents/guardians/carers will be via phone or via email (should that be the choice of individual members of staff). In exceptional circumstances the school may arrange for meetings to take place in person with all appropriate mitigations in place.

Forgotten Resources/Lunches

Parents/guardians/carers are no longer permitted to drop off forgotten items for their child at the school's Reception. Students who have forgotten their lunch will be able to purchase lunch at their designated lunch area. Parents/guardians/carers should ensure that there is sufficient credit on their son's ParentPay account for such eventualities.

Appointments

We would prefer that our students do not leave the school during the course of the day in order to attend appointments. Where possible, such appointments should be made for a time outside school hours.

If it is not possible to schedule appointments in this way, parents/guardians/carers must provide their son with a note that he can show his Form Tutor at Registration. The Form Tutor will then make the appropriate arrangements for the student to be signed out at the designated time.

When arriving to pick up their son in such circumstances, parents/guardians/carers should not attempt to enter the school building; instead they should telephone the Main Office on 028 71285000 to give notice of their arrival.

Students must use the intercom at the main entrance and inform the office staff of their return to school after such appointments. They should then wear a face covering and sanitise their hands before entering the school (via their designated entrance) and return to class.

If arriving to school after the end of Registration or returning to school after a prearranged appointment, the student should consult with his class teacher, who will then adjust the SIMs attendance register for that period.

Foyle Learning Community Students

Students attending St Columb's from other schools in the Foyle Learning Community should use the intercom at the front entrance to inform the office staff of their arrival. Before entering the school building they must wear a face covering and sanitise their hands. They should then go directly to the Assembly Hall until it is time for their lesson to begin, continuing to observe guidelines on social distancing.

Other Visitors

The only individuals who will be allowed to enter the school building will be those engaged in essential maintenance and those professionals who are providing particular services to the student body. In such cases all visitors will be required to wear face coverings, sanitise their hands and observe guidelines on social distancing.

Regular visitors providing particular services to the student body must report to the Main Office and provide contact details for test and trace purposes.

Other visitors with appointments should remain in the school carpark and telephone the Main Office on 028 71285000 to give notice of their arrival and the purpose of their visit. A member of the Office staff will phone them back when the person they are meeting arrives at Reception. Again, these visitors must provide contact details for test and trace purposes.

Medical Declaration

All visitors to the school allowed under the guidelines outlined above will be asked to confirm that:

- They are not displaying any symptoms of COVID-19 (a loss or change to sense of smell or taste, a new and persistent cough, a high temperature).
- They are not awaiting the results of a test for COVID-19.
- They are not currently required to self-isolate as per PHA guidance.

As we are currently operating in a fluid situation, this Working Policy will be reviewed on a regular basis and may be subject to revision.