



23rd September 2020

Dear School user

Re: Coronavirus Update - Update of School Lettings – 23rd September 2020.

We are pleased that we are able to continue letting our facilities to you. We would like to remind you of the following health and safety points to keep our school community safe.

Please can share this information with your members; -

- You must not mingle in groups of more than 6 before and after the activity. You should always ensure you socially distance from people you do not live with (or have formed a support bubble with) wherever possible.
- Therefore, if you are dropping your child to an activity please do not congregate in groups of more than 6 people if you are spectating. Where possible please drop your child and collect at the end of the session.

Please refer to the Lettings checklist for Covid overleaf for further details.

Yours sincerely,

Juliana Poloczanska
School Business Manager

Check List for Lettings – Covid

This is a guide to highlight area's relating specifically to Coronavirus.

Please refer to the Visitor's in School Risk Assessment Covid for further details.

We accept that as users we will ;-

- Adhere to the staggered arrival and departure times to reduce crowding and will arrive and exit at time of the booking, (wait outside the building if early)
- You must not mingle in groups of more than 6 before and after the activity. You should always ensure you socially distance from people you do not live with (or have formed a support bubble with) wherever possible
- **Sports Hall**
Enter via the internal doors in the PE corridor.
Exit via the Fire Exit doors.
- Be aware of the Visitors risk assessment Covid and Flu Pandemic policy.
- Not enter the site if any users are experiencing Covid symptoms.
- Not exceed agreed booking numbers.
- Wash or sanitise hands upon arrival.
- Only use the designated toilets.
- Will keep a register of members attending for track and trace.
- Stay in designated area of the letting.
- Acknowledge there is no changing facilities on site currently.
- Take rubbish, including water a bottles upon departure.

Signed _____ **Date** _____