



Westfield Primary School

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Headteacher: Mrs Karyn Hing

Guidance for Adult Visitors to our School

January 2025

You may only enter the school if you have an arrangement with a member of staff to be on the premises. Please read this guidance carefully.

Westfield Primary School is asking for the support and understanding of our visitors in helping us minimise the risk of respiratory infections, including coronavirus (COVID-19) to our pupils, staff and families.

Our school continues to take guidance from UK Health Security Agency (UKHSA) (previously known as Public Health England) and the Government including guidance for living safely with respiratory infections, including coronavirus (COVID-19).

We ask that you refrain from visiting Westfield Primary School if you have symptoms of a respiratory infection, such as COVID-19, and you have a high temperature or do not feel well.

Along with all members of the Westfield Primary School community, any visitors to the school should wash their hands with soap and water before leaving home and again when they arrive at school. Hand sanitisers will also be available on arrival and throughout your visit.

Westfield staff have the option to wear face masks when in crowded places, such as at pick-up / drop off times. When meeting parents, visitors to the school or professionals from outside agencies in smaller groups staff may choose whether they feel more comfortable wearing a mask or not. Professionals from outside agencies and visitors may wish to do the same.

Working with children

If you need to use the toilet facilities during your visit, please ask a member of school staff and you will be directed to appropriate facilities to use.

If you wish to have a break, lunch or refreshments during your visit please bring the relevant refreshments with you. You will be advised where you may take your breaks.

If you have any questions, please contact the member of staff you were due to visit.



Engage, Enrich, Excel Academies
T/A Westfield Primary School
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Company Registration Number 9279884 (England and Wales)