

September 2020

## For all visitors to the Academy

In order to protect our school community, the following guidelines have been implemented as part of our Risk Assessment for the return of students:

- Visitors will only be able to access the Academy by prior appointment. There will be no appointments before 9.30am or between 2.30 and 3.15pm in order for us to be able to admit and exit students safely
- All visitors will be required to wear a mask and/or visor in the communal areas of the Academy unless exempt
- The Academy will, where possible, conduct meetings in an outside space and restrict these to less than 15 minutes
- Where possible, all meetings and contact will be encouraged by phone or online meetings to minimise access to the Academy site. Please use our Academy email system where possible to communicate with our staff team: <http://www.bexhillacademy.org/about/staff>

**The most important thing we can do is to stay alert,  
control the virus, and in doing so, save lives**