**St. John’s Middle School.**

**Visit Appointment Request Form for Autumn Term 2021**

Before requesting an appointment to visit St. John’s Middle School, please note the following:

1. For safeguarding reasons, only persons with a confirmed, pre-booked appointment will be allowed to enter the school. Please do not turn up without one as you will not be able to secure an appointment on the day or simply by turning up at the school reception. All appointments for visits must be booked in advance through the school office.
2. Because visits are limited at this time, you will only be able to make an appointment if your child is currently in year four.
3. There is a maximum of two places per family.
4. You may only visit once per family.
5. Please do not arrive early as you will not be allowed inside the school before 9 am.
6. Please note the visit will end by no later than 10 am
7. The wearing of face masks is optional but encouraged in the interest of everyone’s safety.
8. Your details may be passed on to NHS test and trace in the event of a COVID-19 case for outbreak. By requesting a visit, you are giving permission for this to happen.
9. If you have any symptoms of Covid-19 at the time of the appointment you must not attend the appointment, unless able to present evidence of a recent, negative PCR test.

Your name:

Second name: second adult / child (delete as appropriate.

Your child’s first or primary school:

I confirm that my child is currently in year four:

Your contact telephone number

Date requested for a visit (tick one or delete as appropriate)

Tuesday, the 2nd of November

Tuesday, the 9th of November

Tuesday, the 16th of November

By returning this form to the school, I am confirming I have read the guidance notes above and understand and agree that by visiting the school my details may be passed on to NHS test and trace in the event of a COVID-19 case or outbreak.