



# Scoil Mhuire an Chroí gan Smál, Leenane, Co. Galway

Roll no. 18490T

Email [info@leenanens.ie](mailto:info@leenanens.ie)

Telephone: 095 42366

Mobile: 087 0991365

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## Introduction

The Covid-19 Response Plan details the policies and practices necessary for our school to meet the Government's *'Return to Work Safely Protocol'*, the Department of Education and Skills plan for school reopening and to prevent the spread of Covid-19 in the school environment. The plan incorporates current advice about measures to reduce the spread of Covid-19 in the community issued by the National Public Health Emergency Team (NPHE).

It is important that the resumption of school based teaching and learning and the reopening of school facilities comply with the protocol to minimise the risk to students, staff and others. As the advice issued by NPHE continues to evolve, this protocol and the measures management and staff need to address may also change.

The response plan will support the sustainable reopening of our school where the overriding objective is to protect the health of staff and pupils while promoting the educational and development needs of the children in the school.

In line with the Return to Work Safely Protocol, the key to a safe and continued return to work, and re-opening of our schools requires strong communication and a shared collaborative approach between the Board of management, staff, pupils and parents.

## Leenane NS COVID-19 Policy

This COVID-19 policy outlines our commitment as a school to implement the plan and help prevent the spread of the virus. The policy will be signed and dated by the Principal and Chairperson of the Board of Management and brought to the attention of staff, pupils, parents and others.

## School Profile

- 21 pupils
- 2 Multi-grade class teachers, includes Teaching Principal (37 release days for administrative duties per year)
- 2 visiting Special Education Teachers and 1 visiting Supply Panel Teacher (shared posts)
- 1 Special Needs Assistant (part time, 0.83 post to cover infant day)
- Part Time Secretary (8 hrs/week)
- 2 part time Cleaners (12 hrs/week)
- Part Time Caretaker (3 hrs/week)

## COVID-19 Policy Statement

Scoil Mhuire an Chroí gan Smál (Leenane NS) is committed to providing a safe and healthy workplace for all our staff and a safe learning environment for all our pupils. To ensure that, we have developed the following COVID-19 Response Plan. The BOM and all school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- provide up to date information to our staff and pupils on the Public Health advice issued by the HSE and Gov.ie
- display information on the signs and symptoms of COVID-19 and correct handwashing techniques
- agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- inform all staff and pupils of essential hygiene and respiratory etiquette and physical distancing requirements
- adapt the school to facilitate physical distancing as appropriate in line with the guidance and direction of the Department of Education
- keep a contact log to help with contact tracing
- ensure staff engage with the induction / familiarisation briefing provided by the Department of Education
- implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- provide instructions for staff and pupils to follow if they develop signs and symptoms of COVID-19 during school time
- implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson, Board of Management

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

School Principal

## **Planning and Preparing for a return to school**

### **Human Resources allocated through funding from Department of Education & Skills**

**Aide** – 2 days-Paid at a daily rate- Tim Wood.

**Principal release days** have been increased to 1 day per week. A supply panel teacher is currently being recruited to cover principal release days between 5 local schools.

Appointment of an **LWR** (Lead Worker Representative) and **DLWR** (Deputy LWR). Lead Worker Representative is Alice Freeley and Deputy Lead Worker Representative is Tim Wood.

The role of the LWR is to ensure that Covid-19 measures are adhered to in the workplace as follows:

- Work collaboratively with the employer to ensure, so far as is reasonably practicable, the safety, health and welfare of employees in relation to COVID-19.
- Promote good hygiene practices such as washing hands regularly and maintaining good respiratory etiquette along with maintaining social distancing in accordance with public health advice.
- Assist with the implementation of measures to suppress COVID-19 in the workplace.
- Monitor adherence to measures put in place to prevent the spread of COVID-19.
- Consult with colleagues on matters relating to COVID-19 in the workplace.
- Make representations on behalf of their colleagues on matters relating to COVID-19 in the workplace.

If a staff member has any concerns or observations in relation to the Covid-19 Response Plan and control measures or the adherence to such control measures by staff, parents/guardians, contractors or visitors, he/she should contact the lead worker(s), who will engage with the Principal/BOM.

**All staff, parents/guardians, contractors and visitors have a responsibility both as individuals and collectively to have due regard for their own health and safety and that of others and to assist with the implementation of the Covid-19 Response Plan and associated control measures.**

## Managing the risk of spread of COVID-19

a. Wash your Hands Frequently Regular hand washing with soap and water is effective for the removal of COVID-19. Follow the HSE guidelines on handwashing: For advice from HSE on how to wash your hands the following link will be helpful:

<https://www2.hse.ie/wellbeing/how-to-wash-your-hands.html>

b. Hand Hygiene and Hand Sanitisers Hand hygiene can also be achieved by the use of a hand sanitiser (when hands are clean). Hand sanitisers are more readily deployed in school settings to avoid disruption to teaching and learning and to avoid congestion of staff and pupils waiting to use hand washing facilities. They will be available at entry and exit points and in each classroom.

c. Avoid Touching Eyes, Nose and Mouth Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth.

d. Physical Distancing Physical distancing is recommended to reduce the spread of infection in the workplace. Note: Guidance on the physical distancing requirements will be informed by public health advice for schools and will be updated over the summer period.

e. Practice respiratory hygiene Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with a tissue or your bent elbow when you cough or sneeze. Then dispose of the used tissue immediately. By following good respiratory hygiene, you protect the people around you from viruses such as cold, flu and Covid-19. Good hygiene practices and washing your hands properly and regularly can help stop the spread of the virus. It is, therefore, crucial that all staff adhere to this advice and adopt the following practices as strictly as possible.

### f. Do

- Wash your hands properly and often
- Cover your mouth and nose with a tissue or your sleeve when you cough and sneeze
- Put used tissues into a bin and wash your hands
- Clean and disinfect frequently touched objects and surfaces.

### g. Do Not

- Touch your eyes, nose or mouth if your hands are not clean
- Share objects that touch your mouth –for example, bottles, cups, cutlery, etc

#### .h. People at Very High Risk (Extremely Vulnerable):

Current public health guidelines have identified groups who are defined as being at very high risk. The HSE has set out these groups, which include people who:

- are over 70 years of age -even if you're fit and well
- have had an organ transplant•are undergoing active chemotherapy for cancer
- are having radical radiotherapy for lung cancer
- have cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
- are having immunotherapy or other continuing antibody treatments for cancer
- are having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
- have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
- severe respiratory conditions including cystic fibrosis, severe asthma, pulmonary fibrosis, lung fibrosis, interstitial lung disease and severe COPD
- have a condition that means you have a very high risk of getting infections (such as SCID, homozygous sickle cell)
- are taking medicine that makes you much more likely to get infections(such as high doses of steroids or immunosuppression therapies)
- have a serious heart condition and you are pregnant

The advice for this group is available from the HSE. Staff who are in this group should self-declare on the Return to Work form if they believe that they are at very high risk. Details of the leave arrangements that will apply will be updated by the Department of Education and Skills. If the Board/Principal is unsure whether or not staff fall into the very high-risk category, advice will be sought from the Occupational Health Service.

## **Calendar-start date**

School will re-open for all pupils, as per school calendar on **Tuesday 1<sup>st</sup> September 2020.**

## **School Day Times**

Leenane N.S. will operate during normal school hours: 9.20am – 2pm/3pm

Junior Infants will finish school at 12pm for the first two weeks.

Parents will not be permitted to enter the school with their child once pupils return to school on Tuesday 1<sup>st</sup> September.

Rest assured, the Junior Infant teacher and other school staff will do their best to make sure that every child feels happy and safe at school.

## **Changes to drop-off and collection**

- Schools must “limit interaction on arrival and departure from school”
- Children are permitted on school grounds from 9.10 a.m.
- On arrival at school parents are asked to supervise children washing their hands at the newly installed knee operated wash hand basin. There is a warm water supply to this sink. Hands can be dried using paper towels provided.
- After washing hands, children will proceed along the front of the school to the shelter. Parents are not permitted to enter the school building. Teachers will bring children into school through the rear door, maintaining social distancing of 2m. Children will hang coats in cloakroom on their designated peg and proceed to their classroom.
- At the end of the school day, children will exit the building through the front door, maintaining social distancing of 2m under the supervision of teachers. Parents are asked to remain in a socially distanced line for collection of their children and proceed to their cars immediately.
- On arrival and departure, parents are requested to wear face coverings and to limit interaction with others.

**This system will apply rain, hail or shine so please make sure that your child comes to school prepared for the weather!**

## **Hand Hygiene/Sanitising:**

Children will perform hand hygiene/sanitising throughout the day:

- On arrival at school
- Before eating or drinking
- After using the toilet
- After playing outdoors
- After coughing or sneezing
- When hands are physically dirty

Hand sanitiser dispensers will be installed in the school, in each classroom, SET room. Children are not required to supply hand sanitizer or any other hand hygiene products.

**Parents are asked to teach their child how to wash hands properly. Remember that sanitiser only works on visibly clean hands. A child friendly video is available on:**

<https://www.youtube.com/watch?v=DDjcJ-fSUgg>

## **Changes to Classroom and School Layout and to Social Distancing:**

The DES guidelines recognise that a common-sense approach is needed in our Primary schools. To that end, every effort will be made to limit interaction within classrooms, to limit contact between classroom groups (bubbles) and to limit the sharing of common facilities.

The children and their teachers will work in Classroom Bubbles. A Classroom Bubble is a grouping which stays apart from other classes as much as possible. The aim of the system within the school is that class groupings mix only with their own class from arrival at school in the morning until the children go home at the end of the school day.

It is recognised that younger children are unlikely to maintain physical distancing indoors so there is no requirement for children from **Junior Infants to First Class** to maintain a physical distance within their Class Bubble.

Children from **Second Class to Sixth Class** will be arranged in a Class Bubble, with desks spaced at least 1 metre apart. All unnecessary furniture will be removed from the classrooms and corridors to create as much space as possible.

Each classroom will be a 'Bubble'. Contact between bubbles will be extremely limited. At break time, children will play in their Bubble, within their designated area. Line markings will be put in place to ensure classes do not move between class bubbles when lining up. We recognise that some families have children in different classrooms.

## **Special Education Teachers/ Special Needs Assistant**

Staff members (particularly SETs and SNA) can rotate between classrooms but this will be minimized where possible. When rotation occurs, agreed sanitising routines will be observed. In keeping with our Special Education policy, learning support will be provided by a blended approach of in-class support and withdrawal. The provision of support will be organised to ensure our support teachers will work as far as possible, within the confines of a bubble.

Where an SNA is working alongside a class teacher in a classroom, both must be mindful of maintaining social distance from one another.

The tables and chairs in SET rooms will be wiped clean in between different pupils or small groups attending.

### **Corridors:**

Briefly passing someone in a hall is very unlikely to contribute significantly to the spread of infection if people do not have physical contact and avoid informal group discussions.

Stickers will be placed on the corridor floors to facilitate the practice of physical distancing.

### **Covid-19 absence management:**

COVID-19 related absences will be managed in line with agreed procedures with the Department of Education.

### **Teacher Absences:**

Supply panel clusters are being set up to increase substitute availability.

If the school is unable to secure a substitute teacher, the school may use a non-mainstream teacher to cover the absence. (This includes Special Education Teachers).

Our Special Education Team will make sure that your child's needs are catered for to the best of our ability. Special Education Teachers may be required to cover for mainstream teachers in the case of mainstream teacher absence and a substitute teacher is not available. This may mean that your child may have reduced support at times, but we will do our best to avoid this happening.

Every effort will be made to avoid a class being split between other classes.

### **Schoolbags, Lunches:**

Ensure that your child does not have any unnecessary items such as toys in their schoolbag.

Choose lunchboxes, bottles and pencil cases that are easy to clean, as they will need to be cleaned frequently.

Children will eat their lunches at their desks, as per our usual practice. Please remind your children not to share their food or drinks with other children.

Pupils will be asked to bring all items, finished and unfinished, home.

The school may provide individual stationary and resources for each child for example scissors and paint brushes etc. It is important that your child has all the stationary that they need as they will not be able to share with their classmates. (pencils, rubbers, colours, ruler, prittstick etc.)

Children should use their own books, pens, pencils, etc. and as far as possible should not share with other pupils.



## **Communication with parents:**

Leenane N.S. continues to pride itself on a good communication system between home and school. Unfortunately that system has to somewhat change for the foreseeable. We would urge parents to avoid visiting the school building unless an appointment has been made with the teacher or staff member.

Parent Teacher meetings will not take place in the first term, we will consider arranging meetings later in the year.

School payments are to be sent into school with your child. The exact amount of money (please do not give large amounts of coin) is to be placed in an envelope clearly labelled with:

Child's name, Date, Amount of Payment, Purpose of Payment.

## **Contact Tracing Log:**

All visitors including substitute teachers, substitute SNAs, contractors and parents will be required to complete a Contact Tracing Log and Health Declaration Form.

We would urge parents to contact us through your child's homework diary. Alternatively contact can be made by emailing the school at [info@leenanens.ie](mailto:info@leenanens.ie) or phoning the school at 095-42366 or 087 0991365.

## **Use of Personal Protective Equipment (PPE):**

(PPE includes face coverings, gloves, aprons, safety goggles, protective screens).

The children are not required to wear masks or face coverings.

Most recent guidelines recommend that staff wear masks or face coverings when a physical distance of 2m cannot be maintained. Visors will be our primary preferred face covering of choice as masks may make communication with the children more difficult. Masks may be worn also when not in a communicative capacity with children. Visors and masks will be provided to all staff members. In the event of a child presenting with possible symptoms of Covid-19, the child will wear a mask as part of the isolation procedure.

Staff members are required to wear face coverings under certain circumstances. These circumstances include roles such as:

Where physical distancing of 2m cannot be maintained;

Assisting with intimate care needs;

Where a suspected case of COVID-19 is identified while the school is in operation;

Where staff are particularly vulnerable to infection but are not on the list of those categorised as people in very high-risk groups or may be living with those who are in the very high-risk category;

When staff members have to move between classrooms to support children with learning needs.

Appropriate PPE will be available for dealing with suspected COVID-19 cases, intimate care needs and for first aid. Where staff provide healthcare to children with medical needs in the school environment, they will apply standard precautions as per usual.

There is no need for the children to wear disposable gloves. They are considered inappropriate under the guidelines.

Staff members do not need to wear disposable gloves unless they are looking after a pupil's intimate care needs or administering First Aid.

There will be an emphasis on hand hygiene rather than on the wearing of disposable gloves.

Protective Perspex screens will be installed around teachers' desk areas.

## **Cleaning:**

Hand hygiene will be promoted and encouraged, and parents/guardians are asked to support the school in reinforcing this message.

In accordance with the DES guidelines, the school will be thoroughly cleaned at least once per day. Particular attention will be focused on frequently touched surfaces – door handles, chairs/arm rests, desks, sink and toilet facilities.

All staff will have access to cleaning products and will be required to maintain cleanliness of their own work area. Under no circumstances should these cleaning materials be removed from the building. Staff should thoroughly clean and disinfect their work area before and after use each day.

Waste will be collected daily from all bins within the school.

Staff must use and clean their own equipment and utensils (cup, cutlery, plate etc.)

Cleaning in schools will be increased considerably. Schools have been given a budget for the extra cleaning and cleaning materials required.

Staff will maintain a regular cleaning routine of all resources and materials that will be used by class bubbles.

Where necessary items of school equipment will be isolated for 72 hours prior to being used by a different class bubble e.g. PE equipment

Daily, weekly and monthly cleaning routines will be adhered to as per Government, HSE, WHO and Department of Education & Skills guidelines.

## **Signage:**

Signage will be displayed as per the Department Guidelines, with child friendly hand hygiene signage placed by hand washing and hand sanitising areas.

## **Doors and Windows :**

Where practical, all external doors will be left open on arrival, during break times and on departure, to minimise hand contact with common surfaces.

To ensure that classrooms are well ventilated, windows will be kept open as often as possible, and will be opened while children are taking breaks in the playground.

## **Photocopying / IT Devices:**

Any staff member who uses the photocopier should clean it down after use with the wipes provided. Similarly IT Devices should be wiped down after use.

## **Substitute Teachers and SNAs :**

A copy of the Covid-19 Response Plan will be provided to each substitute teacher/SNA. Substitutes will be required to complete a Return to the Workplace form before they enter a classroom and will be asked to confirm that they have engaged in the online Induction training.

## **Physical Education and P.E. Equipment :**

Physical Education lessons will take place outside when the weather allows. P.E. Equipment will be sanitised before being returned to the P.E. shed.

## **Staff:**

All staff members should maintain a physical distance of 2 metres when they are not engaged in teaching e.g. when they are using the kitchen/staff area and arriving to work. If 2m cannot be maintained in staff groups, face coverings should be worn.

Staff meetings will be held in larger spaces to facilitate physical distancing.

Staff members should bring their own cups, bottles, cutlery, etc. to school and avoid sharing utensils in the staffroom as far as possible. There will be no access to school cutlery/utensils.

## **Teaching and Learning:**

As a staff, we are very aware that the children have been away from school since 12<sup>th</sup> March. We appreciate the time and effort that went into Home Learning, and we recognise the challenges that Home Learning presented for all families.

Each child will be at a different place in relation to his/her learning, and we wish to assure you that staff will take that into consideration when planning for Teaching and Learning during the 2020/2021 school year.

The Department of Education and Skills has published Curriculum guidelines for us, and we ask you to trust our experience and professional expertise as we work with all the children during the return to school.

## **Supporting the Learning of Children who cannot attend school:**

If a child is not able to attend school for an extended period of time for medical health reasons that may be impacted by contracting Covid-19, the class teacher (and/or the Special Education Teacher, where relevant) will provide work to support the child's learning at home and this will be shared with parents/guardians.

The majority of parents have already provided an email address at which the school can contact them to support Home Learning. This will be especially important if the school, or parts of the school have to close due to HSE advice. If you have not already done so, please email [info@leenanens.ie](mailto:info@leenanens.ie) and you will be added to the Contact List.

## **Illness and Dealing with a Suspected Case of COVID-19 :**

While all children will be welcome back to school, we would remind parents that, where children are displaying colds, coughs or flu like symptoms, they should not be sent to school. Children who display such symptoms in school will be isolated and parents asked to collect them from the school. Staff must not attend school if they display any symptoms.

Covid-19 Symptoms:

- High temperature
- Cough
- Shortness of breath or difficulty breathing
- Loss of smell or taste, or distortion of taste

Parents must ensure that we have updated contact details at all times.

A designated isolation area has been created in the school.

If a staff member or pupil displays symptoms of COVID-19 while at school, their temperature should be taken and the following procedure followed:

- If the person with the suspected case is a pupil, the parents/guardians should be contacted immediately
- Isolate the person and have a procedure in place to accompany the individual to the designated isolation area via the isolation route, keeping at least 2 metres away from the symptomatic person and also making sure that others maintain a distance of at least 2 metres from the symptomatic person at all times
- Provide a mask for the person presenting with symptoms if one is available. He/she should wear the mask if in a common area with other people or while exiting the premises
- Assess whether the individual who is displaying symptoms can immediately be directed to go home/be brought home by parents and call their doctor and continue self-isolation at home
- Facilitate the person presenting with symptoms remaining in isolation if they cannot immediately go home and facilitate them calling their doctor. The individual should avoid touching people, surfaces and objects. Advice should be given to the person presenting with symptoms to cover their mouth and nose with the disposable tissue provided when they cough or sneeze and put the tissue in the waste bag provided
- If the person is well enough to go home, arrange for them to be transported home by a family member, as soon as possible and advise them to inform their general practitioner by phone of their symptoms. Public transport of any kind should not be used
- If they are too unwell to go home or advice is required, contact 999 or 112 and inform them that the sick person is a Covid-19 suspect.
- Carry out an assessment of the incident which will form part of determining follow-up actions and recovery
- Arrange for appropriate cleaning of the isolation area and work areas involved. The HSE will inform any staff/parents who have come into close contact with a diagnosed case via the contact tracing process. The HSE will contact all relevant persons where a diagnosis of COVID-19 is made. The instructions of the HSE should be followed and staff confidentiality is essential at all times.

## **14 Day Isolation Period:**

Anybody (including staff/pupils/parents/visitors) who has visited another country in the weeks leading up to our return to school is expected to isolate for a 14 day period on return and will not be permitted entry to the school unless they have done so.

Your child should not attend school if there is a family member (parent/sibling, or any other household member) displaying symptoms of Covid 19. Anyone who is symptomatic is advised to inform their general practitioner by phone of their symptoms.

## **Return to Work:**

All staff will be required to complete online induction training for the return to work as provided by the Dept. of Education.

All staff will complete a Return to work form in the 3 days prior to returning to school.

## **Employee Assistance and Wellbeing Programme:**

Support for school staff wellbeing will be provided by Department Support Services including the PDST and CSL, as well as by the HSE's Health Promotion Team.

An Occupational Health Strategy is in place as a supportive resource for staff in schools. The aim of the Occupational Health Strategy is to promote the health and wellbeing of employees in the workplace, with a strong focus on prevention.

The Occupational Health Strategy comprises the Employee Assistance Service and the Occupational Health Service. The Employee Assistance Service (EAS) is provided by Spectrum Life under the logo of 'Wellbeing Together: Folláinne Le Chéile'.

A free-phone confidential helpline 1800 411 057 is available 24 hours a day, 365 days a year and staff members are encouraged to make use of the service when the need arises.

This Covid-19 response plan was ratified by the Board of Management of Leenane NS on

\_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Chairperson, Board of Management

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

School Principal

## Scoil Mhuire an Chroí gan Smál

### Pre-Return to School Questionnaire COVID-19

This questionnaire must be completed by staff at least 3 days in advance of returning to work. If the answer is Yes to any of the below questions, you are advised to seek medical advice before returning to school.

Name: \_\_\_\_\_

Name of Principal: \_\_\_\_\_

Date: \_\_\_\_\_

	Questions	YES	NO
1.	Do you have symptoms of cough, fever, high temperature, sore throat, runny nose, breathlessness or flu like symptoms now or in the past 14 days?		
2.	Have you been diagnosed with confirmed or suspected COVID-19 infection in the last 14 days?		
3.	Have you been advised by the HSE that you are you a close contact of a person who is a confirmed or suspected case of COVID-19 in the past 14 days?		
4.	Have you been advised by a doctor to self-isolate at this time?		
5.	Have you been advised by a doctor to cocoon at this time?		
6.	Have you been advised by your doctor that you are in the very high risk group? If yes, please liaise with your doctor and Principal re return to work.		

I confirm, to the best of my knowledge that I have no symptoms of COVID-19, am not self-isolating or awaiting results of a COVID-19 test. Please note: The organisation is collecting this sensitive personal data for the purposes of maintaining safety within the workplace in light of the Covid-19 pandemic. The legal basis for collecting this data is based on vital public health interests and maintaining occupational health and will be held securely in line with our retention policy.

Signed: \_\_\_\_\_

## School Contact Tracing Log

<b>Name of School</b>		<b>School Contact Person</b>	
<b>Address of School</b>		<b>For Queries only: Phone No</b>	
		<b>Email for</b>	
<b>Name of Visitor</b>			Was the visit pre-arranged with the Principal? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Date of Visit</b>	___ / ___ / _____	<b>Time</b>	<b>Entry to school</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/> <b>Exit from School</b> _____ am <input type="checkbox"/> pm <input type="checkbox"/>
<b>Visitor Status</b>	Contractor <input type="checkbox"/>	Parent <input type="checkbox"/>	Other <input type="checkbox"/> Please complete: _____
<b>Contact details of visitor</b>	Company Name <small>(if applicable)</small>		
	Address		
	Contact No.		Email Address
	Reason for Visit		
<b>Who the visitor met (separate line required for each person the visitor met)</b>			
<b>Name of Person visited</b>			<b>Length of time spent with each person in the school</b>