

When visiting your school, our practitioner will, of course, abide by your own Covid-19 protocols. And, for the safety of everyone concerned, we've put together some of our own, too. This process has seen us consulting with our own staff, with teachers and teaching professionals – working to guidelines published by the UK governments.

- Our team of practitioners will receive specific training on ways of working safely with schools in the current situation.
- Risk assessments will be made available at any stage of the booking process.
- You will know the name of your practitioner in advance. Practitioners will not visit schools if they are displaying any symptoms of Covid-19. Moreover, our practitioners will take their temperature on the morning they are due to visit – and will not attend if it is outside the normal range. In the unlikely event of either of these two cases occurring, (a) we will contact you as soon as possible, and (b) affected practitioners will self-isolate and book a Covid-19 test.
- To reduce contact, we are amending our usual policy of arriving at schools forty five minutes before the start of sessions – and practitioners will now arrive fifteen minutes before the start of sessions.
- Practitioners will arrive at schools wearing a face covering – and with hand sanitiser. Practitioners will be equipped with digital thermometers and will be prepared to take their temperatures on arrival, to be verified by a member of staff.
- When in communal areas, practitioners will wear face coverings. Where we have agreed with schools that activities will make it difficult to maintain social distances of one metre, practitioners will wear face coverings. Practitioners are prepared to wear face coverings during the delivery of other sessions – and we are happy to discuss this on a school-by-school basis.
- During the course of a visit to your school, practitioners will maintain social distancing with all members of the school community – and will practice regular handwashing.
- We have redesigned our programmes to minimise the occasions where children need to touch/handle any resources. Where resources are still required, we will provide enough so that they will not need to be shared between different groups.
- Where we are working with a number of groups over consecutive sessions in a single space (the hall, for example), we will build in time between sessions to (a) minimise the likelihood of one group leaving as another is arriving ... and (b) allow for cleaning to take place. In such instances, we will also do our best to "rotate groups so that they occupy different areas of the hall.
- During break times and lunchtimes, our practitioners will be prepared to leave the premises. However, where space allows, we would appreciate it if a small room could be made available for them – which they would sanitise on leaving.

## Booking with Confidence

We recognise that it is challenging for schools to plan ahead in these unpredictable times. To ensure that schools can book with confidence in what are unpredictable times, we have amended our Cancellation Policy in a way that is fair and equitable to all.

- In the event of Covid-19 related national, regional or local school closures forcing you to make a cancellation more than twenty eight before the agreed date, there will be no cancellation charges.
- In the event of Covid-19 related national, regional or local school closures forcing you to make a cancellation between twenty eight and fourteen days of the agreed date, you will be offered an opportunity to reschedule the day within the next six months – at no additional cost. If you choose not take up this opportunity, you will be liable for any travel and/or accommodation costs that we have incurred.
- In the event of Covid-19 related national, regional or local school closures forcing you to make a cancellation within fourteen days of the agreed date, you will be required to pay the agreed fee, in full. However, you will be able to reschedule the day within the next six months – at no additional cost.

**Bookings relating to whole-school programmes where we have a digital package available as an alternative:**

- In the case where a class (or classes), a year group (or year groups) has been sent home for Covid-related reasons, but the school otherwise remains open, the booking will still go ahead. To ensure that those classes can still benefit from the experience, though, we will send you digital packages for all affected year groups, with activities to be delivered at times of teachers' choosing. The digital packages contain up to three hours of activity for each class.

**Cancellations caused by any other circumstances than those laid out here will, of course, be liable to our standard cancellation policy.**