



The
Portsmouth Academy

Our Ref: GRY/woo/ParentalVisitsLtr

23 October 2020

Dear Parent / Carer

Re: Visits to the school site

I am writing to remind you of the procedures for visiting the school site during the current Covid 19 restrictions.

To enable us to monitor and regulate the number of visitors on site at any one time, we require all parents/carers to make an appointment before coming to the school.

Appointments, for meetings either on site or by telephone, can be arranged by calling the reception team and advising them of the nature of the matter you wish to discuss. They will then direct your message to the most appropriate member of staff.

Please do not arrive at the school gate asking to see a member of staff unless you have made a prior appointment, as this will only cause frustration when we are unable to accommodate your request.

All students must be dropped at the school gate and not accompanied onto the school site.

All visitors to the school are required to wear face coverings, to help protect the integrity of the year group bubbles, and to sign in using NHS Test and Trace.

We ask that you respect these measures, which have been put in place to help ensure the safety of our students, our staff and all members of our school community.

I wish you all a happy and safe half term break.

Kind regards

Rachel Grey
Principal