



Longford Primary Academy

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Dear Parents/ Carers

After the half term holiday, we are very pleased to share with you that we will be giving parents access to their own child/children's profile on our information system called Arbor. This will allow you to update and check emergency contact details, change your address, monitor your child's attendance, read any notices and manage outstanding parental consents (which will reduce the amount of forms that come home to be signed!)

Parents can access Arbor by downloading the APP to their smartphone, which is free. Once you have done this you will need to pop in your email address and search for Longford Primary Academy, you will then be asked to set up your own password. It really is that simple!

Moving forward all communications from the office will be sent out via this app in replacement of text messages, in order to further save money for our school.

To get ready for the roll out we need an email address for every parent, please complete the form via this link:

<https://forms.office.com/Pages/ResponsePage.aspx?id=1WpB7LGXmkGhwUrp55TG5CvChyU8XrdAnOzFi32HWadUQk03OVIWTUtDQ0NXQzJXUEFaQ1Y3S0MyOC4u> Then download the app and await further instructions after half term.

If anyone has any issues downloading the app please email the office on office2@longford.staffs.sch.uk

Kind Regards

Mrs Louise Lawrence
Acting Principal

Risk Assessment – Photographic assignment on customer premises.
Ref no: TSPG – Covid-19
The spread of Covid-19 also known as Coronavirus

Those at risk:

Photographers, teachers and students. This list is not limited to the above and would include anyone else you come into contact with during the course of business.

One of the most effective ways of stemming the spread of Covid-19 is to make sure that hands are clean and germ free. The Company will encourage regular hand washing. Photographers must visit the NHS website to familiarise themselves with best hand washing techniques. Hand sanitiser will be carried by all photographers and used at regular intervals.

Guidelines:

Photographers are re-trained to eliminate all touch points in our studios for pupils. Posing will be by voice posing enabling photographers to maintain current social distancing guidelines at all times. Photographers are to be scheduled to work in small 'bubbles' so contact between our staff is kept to a minimum. Students will not be seated. Photography will still be the same head and shoulders style. This will apply to both individuals and sittings. All ordering will be online eliminating any cash handling or order collection in school. All orders will be delivered from our own clean laboratory.

PPE:

Various items of PPE are available if required. These include face masks, gloves and face shields. Antibacterial wipes are supplied for the daily cleaning of equipment. Photographers must establish the individual requirements of each educational establishment prior to entering the building. Photographers are reminded that gloves are available but must remember that good hygiene (ie frequent hand washing) is recognised as a more effective prevention of the spread of Covid-19. Worn gloves will be disposed of safely at the end of each day.

Social Distancing

Photographers must follow all government guidance regarding social distancing and COVID secure working at all times. Changes to our processes and techniques have ensured this is possible.

Symptoms of Covid-19

If anyone becomes unwell with symptoms of Covid-19 in the workplace they will be sent home and told to follow the stay at home guidance. Their equipment will be thoroughly cleaned and disinfected before further use. Any other photographers within that photographer 'bubble' will be instructed to self isolate until they have received a negative test or the current self isolating guidelines have been met.

Company Vehicle Drivers

If you use a company vehicle for your work you must ensure that it is kept clean and tidy, particularly inside to help prevent the spread of germs. You must regularly disinfect the steering wheel, gear shifter and control switches. Do not carry passengers unless they are family members. All photographers must travel to locations using their own vehicle and wear gloves when refuelling. Please refer to the Driving at Work policy in your company handbook for all other guidance which remains the same. Observe signage and policy at your destination, particularly social distancing which is common practice.

Mental Health

Management will promote mental health and wellbeing awareness to staff during the Covid-19 outbreak and offer whatever support they can. Worthwhile reference sites are <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/> and www.hse.gov.uk/stress

This risk assessment has been carried out by issuing guidelines to all staff of our intended changes to working practices to ensure that a return to work at The School Photography Company can be managed safely. Comments were requested from all staff and acted on accordingly.

Future Control Measures Recommended

Review Date: 10th August 2020 (monthly)