



To: Parents/Carers – whole school

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Headteacher Ms Carol Dallas

25 August 2020

Dear Parent/Carer

We are very excited at the prospect of being able to open Taverham High School to all our students in September and have really missed our students being in school. It has been a very challenging period for us all and our priority remains the safety and wellbeing of all our students and staff.

Since the lockdown measures have relaxed there has been some confusion regarding what can and cannot occur when we are out and about. As a school of 1220 students and over 100 teaching and support staff we have an obligation to follow very strict and clear guidelines to maintain everyone's safety at all times. The measures that we have had to put in place may seem stricter than some of the guidelines we can follow in our every day lives but is in line with the guidance and advice we have received from Norfolk County Council Health and Safety team and Public Health England. It is essential that you discuss with your child why the school will be like this and why they must follow and work within the rules and remit of the school.

As part of the process of reopening we have produced a comprehensive and detailed Risk Assessment and have looked very carefully at how we can open the school safely to students and staff. It is important that as part of this Risk Assessment we highlight some key aspects to you and gather some important information.

Maintaining high levels of hygiene and cleanliness is an essential part to preventing the spread of COVID and our reopening. We fully support the 'Catch it, Kill it, Bin it' guidance and would encourage you to reinforce this with your child on their return to school. When students are in school, they will be expected to wash their hands and/or use the hand sanitiser on entry into school, when leaving school, before and after all break times, before and after eating and on entry and exit into classrooms. We have placed hand sanitisers throughout the school and at all entry points and bottles of hand sanitiser are also placed in all classrooms. All classrooms also have antibacterial spray to clean down all tables and work areas throughout the day. Students will be reminded throughout the day to maintain high levels of hygiene.

The guidance remains that you or your child should not come into school if any member of your household has COVID symptoms. Should your child start to have any symptoms, no matter how mild, you will be required to collect your child promptly from school. If any member of your household does have any symptoms, no matter how mild, you will be required to arrange to take the test. Please notify the school as soon as test results are known so we can make the necessary amendments in school. If your child or a household member is tested positive with COVID you will be required to self isolate for 14 days. You will also be required to comply with any advice to isolate through the track and trace arrangements; please note that the school may be required to pass on your contact details to the Track and trace Team should this occur.

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We would also encourage households to consider carefully travel arrangements to and from school and where possible encourage your child to walk to and from school. If you intend for your child to use public or school transport students must wash their hands before and after using the transport service. It is now mandatory that students and parents/carers wear face coverings when travelling on public and school transport. Students who wear face masks to school must be able to safely store their mask in a bag and if they wish to wear a face mask in school must have a clean mask to put on once they arrive at school and have another clean mask to wear for their return journey. Students must hand sanitise before and after changing their masks. We also advise that students and parents/carers should only walk or drive to school with members of their own household.

A key priority for us is to support our students on their return and where necessary to provide additional support. Please could you complete the questionnaire following this link: [September 2020 return to school questionnaire](#)

Could all questionnaires be completed by 9:30 am on Friday 28 August 2020 as this will enable us to move forward with our plans for the re-opening in September.

In addition to the questionnaire and this letter please also find attached:

- an amended Home School Agreement which reflects the changes the school has had to make in order to ensure the school remains a safe environment
- a check list for parents/carers
- a check list for students

We will require both yourself and your child to agree to the agreement before they return to school. Please share and discuss this with your child to ensure they fully understand the expectations and new routines of the school. Ticking 'yes' to questions 20 and 21 on the questionnaire will act as the acknowledgement and agreement to the Home School Agreement and you will not be required to sign and return the document.

Students will be expected to attend in full school uniform, unless they have a timetabled PE lesson. We ask that students come to school in their PE kit on the days that they have PE on their timetable. Our PE changing rooms unfortunately do not have the required levels of ventilation to allow students to change in and out of kit. Whilst students in a zone/bubble will be allowed to mix we also want to try to reduce any unnecessary close skin to skin contact and believe that this could be more problematic in the changing areas. We are aware that there are currently issues with the uniform supplier, Stevensons and that some families may as a result not receive their orders in time for the start of the year. Please be assured that students will not be reprimanded for this. If there are any concerns regarding this, please contact the school for support.

If you have any questions please do not hesitate to contact the school.

Yours faithfully



Miss R Ricketts  
Deputy Headteacher